



Space Guidelines Volume 2

*2001:
A Space Odyssey*



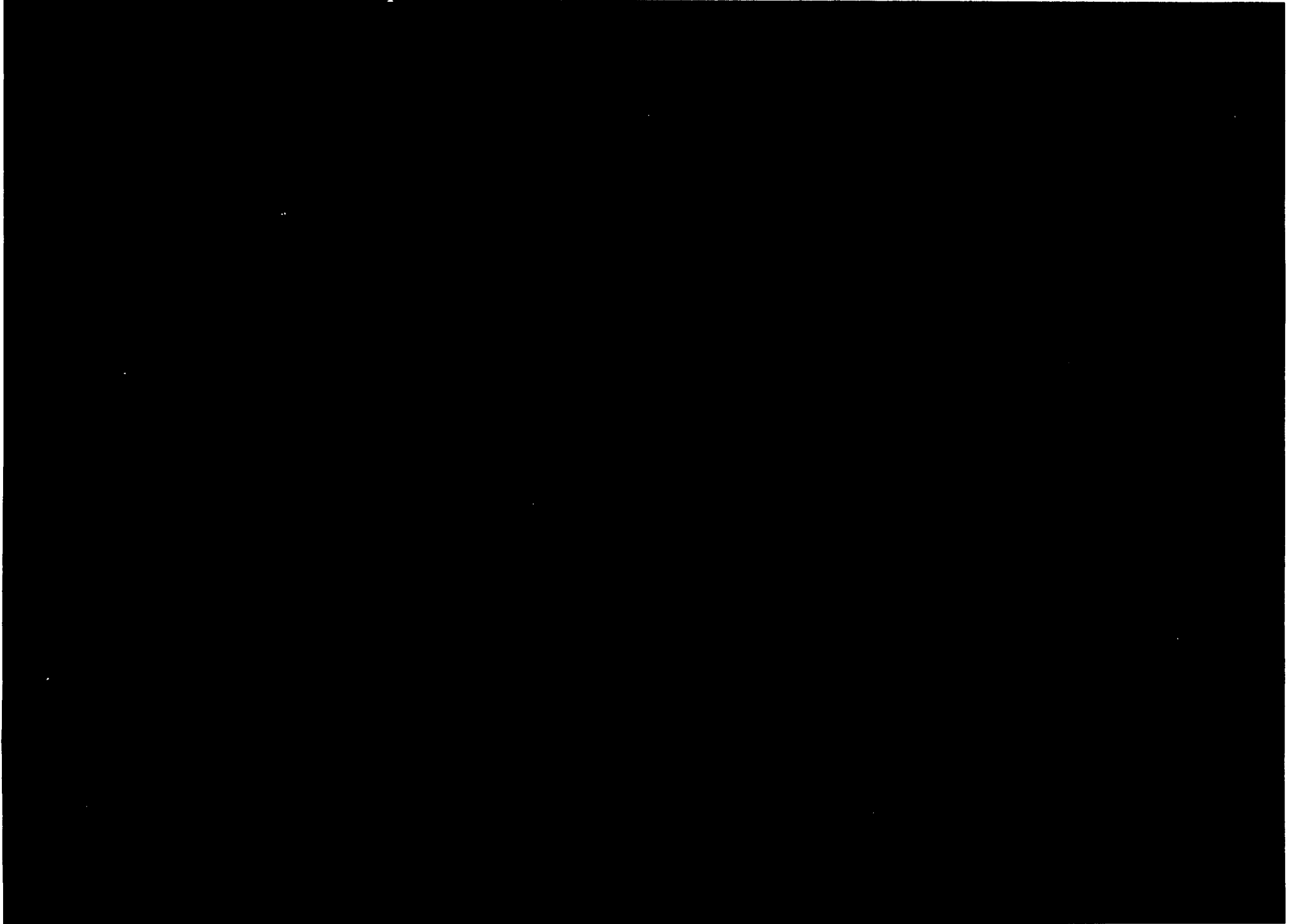
*Space
Guidelines
Volume 2*



Recycled/Recyclable
Printed on paper that contains
at least 50% recycled fiber

Table of Contents

1 A Technical Handbook	1
2 EPA Mission and Space	3
Indoor Air Quality (IAQ)	5
Planning for Good IAQ - Mechanical Systems	7
Planning for Good IAQ - Interior Materials	9
Energy Conservation	13
Recycling	17
Resource Conservation	21
Pollution Prevention	23
3 Technical Considerations	25
Sample Base Building Requirements	27
Structural Requirements	27
Building Core	27
Electrical Requirements	29
Plumbing Requirements	31
HVAC Requirements	32
Miscellaneous	33
Sample Tenant Work Letter Requirements	35
Partitions	35
Doors & Hardware	36
Ceilings	36
Painting & Wall Covering	37
Floors	37
Electrical Requirements	38
Electrical Distribution	39
Lighting	40
HVAC Requirements	40
4 Materials Safety	43
Material Safety Data Sheet	45
5 Related Documents	
Federal Property Management Regulations	
Furniture Procurement - Federal Supply Schedule	
Solicitation for Offers (SFO)	



A Technical Handbook

Welcome to Volume Two of the EPA's Space Guidelines. This document is a companion piece to Volume One and provides technical back-up to issues raised therein.

Volume One describes the basic issues, planning principles and key findings of each topic. It should be the first reference source. Volume Two has more detailed or technical information on some of the space topics. For example, Volume One has a two-page discussion of Indoor Air Quality Issues; Volume Two describes the causes, criteria for mechanical systems and recommendations concerning carpets, particle board, adhesives, paints etc., listing manufacturers. Volume Two also incorporates relevant documents by EPA or others, such as GSA's FPMR.

Both documents, especially Volume Two, are meant to be updated when circumstances change or new information becomes available.

*EPA Mission and
EPA Space*

EPA Mission and EPA Space

In Volume I, we outlined the very important environmental considerations that should be a part of the selection, planning, and design of any EPA facility. In this section, we present in greater detail many of the technical aspects of these concerns. We suggest ways to achieve good air quality, methods to conserve energy, and ways to preserve our sources. Because policies, technology and manufacturing methods are always changing, specific recommendations of materials are not included.

It is important to note that the technical points discussed and the recommendations made do not cover every possible problem or solution that may arise in the course of developing an EPA facility. There is a vast literature on IAQ, for instance, much of it accessible only to trained chemists or engineers. Moreover, our understanding of environmental problems is continually evolving, and technology is changing to provide us with newer products and methods to respond to our needs: what is appropriate today may not be so tomorrow. For these reasons, this can be only a guide, and is not intended to substitute for the analysis and advice that experienced, qualified engineers or similar professionals can offer.

It also should be noted that, in many cases, choices of materials or products will not be clear-cut choices, but will be compromises determined by cost or similar considerations. All-wool carpet, for example, is made from a renewable source as compared to a synthetic material, but is appreciably more expensive and less durable. Similarly, a product made with recycled content may appear to be more environmentally responsible, but its manufacture may have required a greater expenditure of energy than a competing product made from virgin material.

With the above qualifications in mind, we list the following suggestions and recommendations for your guidance. It is clear that many opportunities exist for each Agency component to exercise and to demonstrate environmental awareness in the planning of its office and laboratory space. The need to exercise sound environmental practices is an ongoing responsibility in the day-to-day operations of the Agency.

Indoor Air Quality (IAQ)

What is "IAQ"? ASHRAE Standard (1989) provides this yardstick: "ACCEPTABLE INDOOR AIR QUALITY: Air in which there are no known contaminants at harmful concentrations and with which a substantial majority (80% or more) of the people exposed do not express dissatisfaction." This definition has two parts: "... known contaminants at harmful concentrations" and "... people exposed do not express dissatisfaction." Dissatisfaction can manifest itself in many ways. Symptoms can include irritation of eyes, nose and throat, respiratory distress, fatigue, headache, depression, dermatitis, and nausea. Poor air quality can spread infectious diseases, aggravate allergies, and increase the risk of cancer. It is clear that poor IAQ can sap morale and efficiency in the workplace and can contribute to health problems, so that we must identify the causes of these symptoms and eliminate or modify them.

The first part of the definition speaks of "known contaminants." There are a number of these, which are listed below by category. In some cases, we also indicate the currently accepted limit (if known) that defines a "harmful concentration."

(For further details,
consult ASHRAE Standard
62, Current Edition.)

Radon. This is an odorless, colorless radioactive gas that results naturally from the decomposition of radioactive material in the ground, which seeps into the building (or is drawn in) through cracks in the foundation walls and through sewer pipes. In sufficient concentrations it contributes to lung cancer. The current exposure guideline for radon is 7 pCi/L (Picocuries per Liter of air, a measure of radioactivity).

Gases. The main gases that impact indoor air quality are described below:

- Carbon dioxide (CO₂) results naturally from human activity and is harmless in normal concentrations. Levels of CO₂ above 0.1% (1000 ppm) indicate insufficient ventilation, or pockets of stagnant air, a condition to be corrected by modifying the mechanical system or the space layout.
- Carbon monoxide (CO) is an odorless, colorless gas which can be fatal in sufficient concentration. It is the product of incomplete combustion, and can enter the building through air intakes located too near loading docks, heavy traffic, or garages or through poorly vented or poorly working combustion equipment. Maximum short-term exposure level averaged over an eight hour period must not exceed 30,000 µg/m³, based on the BOCA National Mechanical Code.
- Ozone (O₃) is a gas that is an important and necessary component of the upper atmosphere, but that is a lung irritant when present in large amounts at ground level. It is present in smog, and results from mobile sources, from electronic air cleaners and also from photocopy machines. Acceptable exposure range is ≤0.1 ppm over 8 hours, time weighted average.
- Nitrogen oxide (NO) and nitrogen dioxide (NO₂) are toxic gases resulting from combustion, and also found in tobacco smoke. They can cause lung damage. To avoid levels above a range of 0.25 ppm (over 1 hr), provide good ventilation.

Particulates. Small airborne particles that contaminate the air are called "particulates," and are further classified as "respirable particulates" (those that can be inhaled) and "non-respirable particulates" (greater than 10 micrometers in diameter). Among these are dust, tobacco smoke, mites, pollen, and biological agents called "bioaerosols" such as microbes, viruses, fungi and bacteria. Some (allergens) can cause allergy, and

some (pathogens) cause disease, such as influenza and Legionnaires' Disease. To minimize particulates and bioaerosols provide good ventilation; provide good filtration in the air distribution system; keep ducts, filters, carpets, drapes and other dust collecting areas clean; and avoid stagnant water (e.g. in cooling towers and humidification tanks) where microbes can breed. Other particulates that may be present include asbestos, toxic lead dust from paint; and glass fibers from insulation - suspected as a carcinogen. Where asbestos or lead dust is found to be present, remediation must be undertaken by specialists.

Volatile Organic Compounds (VOCs). This is the name given to a broad range of chemical substances that are emitted into the air from different sources. Common examples of VOC emitting materials are carpet, adhesives, paints and other finishes, plywood and pressed wood products, and cleaning products. Some VOCs such as formaldehyde can be harmful, some can be mildly irritating, while others are benign in normal concentrations. To better understand this broad group, we have broken it down into sub-categories. However, it should be noted that not much is known about the synergistic effects of a combination of VOCs in the air, nor is much known about the cumulative effects of long term exposure to low levels of VOCs. The following classes of materials are all categories of Volatile Organic Compound:

- A. Formaldehyde (HCHO). This is a suspected human carcinogen and a moderately poisonous gas of the aldehyde group of VOCs. It can cause burning of the eyes and respiratory irritation. It is found in plywood, particleboard, and pressed wood products, some textiles, urea-formaldehyde foam insulation, carpet, tobacco smoke, and many other building products. Two types of formaldehyde based resins emit HCHO: urea formaldehyde, used for interior grade plywood and for particle board; and phenol formaldehyde, which emits lower levels of gas, and is used as an exterior grade resin. ANSI Standards limit emissions to 0.3 ppm after installation, whereas ASHRAE (1981) recommends a limit of 0.1 ppm. As much as possible, products using HCHO should be avoided and exposure should be controlled to levels "as low as reasonably achievable."
- B. Aromatic Hydrocarbons. Included in this group are benzene, ethyl benzene, styrene, toluene, trimethyl benzene, and xylene. Found in adhesives, paints, solvents, insulation, varnishes and plastics, they can cause burning of the eyes and irritation of the respiratory tract and mucous membranes. Use of materials containing these VOCs should be restricted; for some applications, alternative materials are available.
- C. Aliphatic Hydrocarbons. These include butane, hexane, isobutane and propane, and can be found in waxes, polishes and cleaning compounds. They can cause symptoms similar to those of aromatic hydrocarbons, and require similar precautions.
- D. Chlorinated Hydrocarbons. Polychlorinated biphenyls (PCBs), used in solvents and wood preservatives, are examples of this group. They cause burning of the eyes and respiratory irritation; substitute materials are recommended if available.
- E. Ketones and Esters. This group includes acetone, butyl acetate, ethyl acetate and methyl ethyl ketone. Used in lacquers, varnishes and plastics, their use should be limited.

Planning for Good IAQ - Mechanical Systems

Having looked at the effects on health and well-being of poor air quality, and what substances contribute to poor IAQ, we've outlined those steps that can be taken to avoid or to remove the offending substances, and to mitigate their effects. A combination of two approaches is needed: 1) eliminate, or at least reduce, harmful substances at their source; and 2), since some such substances can not be avoided entirely, remove them from the indoor air as efficiently as possible.

The single most critical factor in planning for good IAQ is a good HVAC design with adequate ventilation. If space is well ventilated, those VOCs and gases that contribute to "sick building syndrome" will be drawn away (for the most part) from the occupied space, and the concentration of harmful substances will be substantially diminished. The document that spells out the recognized criteria for adequate ventilation is ASHRAE Standard 62- 1989, titled "Ventilation for Acceptable Indoor air Quality." These criteria are summarized below.

- Although ventilation may be natural or mechanical, in almost every EPA facility mechanical ventilation will be used.
- The outside air available for ventilation must be of an acceptable quality. Standards for acceptable outside air have been established and are monitored by government pollution control agencies (such as EPA). Data are available from such agencies in most communities; if not, the air can be sampled and tested to determine its suitability. If the air is found to be unacceptable, filters and cleaning devices designed to handle the particulates and/or gases encountered must be used.
- The quantity of outside air required for acceptable air quality is given in the ASHRAE Standard, and is quantified in terms of cubic feet per minute (CFM) per occupant. This figure varies according to the use of the space, but for office use, the requirement is **20 CFM/person**. For planning purposes, the number of persons in EPA offices can be figured at 150 sq. ft. of occupiable space per person. **This 20 CFM criterion is very important, if acceptable IAQ is to be achieved.** Note that, because the outside ventilation air must be heated or cooled, it becomes wasteful of energy to exceed the 20 CFM standard by a significant amount.
- Intakes for outside air ("makeup air") shall be so located to avoid contamination of the air from sources such as vehicular exhausts from garages, loading docks and street traffic, exhausts from toilet rooms and kitchens, sanitary vents, and cooling towers.
- Ducts and plenums shall be constructed and maintained to minimize the potential for growth and dissemination of micro-organisms such as bacteria, viruses, fungi, and parasites.
- Contaminants from local sources within the space should be collected and removed as close to the source as possible. Examples include contaminants from cooking facilities, toilets, copy machines, etc.
- Air filters and/or dust collectors should be provided as required to remove particulate contaminants. In addition, where warranted by particular circumstances, absorption methods may be used to control gases, vapors and odors. One example of an absorbent material is activated charcoal; other materials and technologies are

available to mitigate or control other specific contaminants.

Filters can be obtained in disposable (recommended) or cleanable types, and can be dry or viscous (sticky). Another type of filter is the electrostatic filter, which is effective against dust and pollen. In some HVAC designs, a pre-filter is used. Filters are rated according to their efficiency in the removal of particulates; clearly, more efficient filters will benefit IAQ, but they will also place a greater burden on the fans with a consequent cost in energy consumption. Nevertheless, high efficiency filters should be selected.

Since most filters are fabricated with a fibrous medium, it is important that the filters be constructed such that there will not be an excessive emission of the fibers into the air stream.

- Humidity should be controlled within the occupied space. High humidities support the growth of pathogenic and allergenic organisms. On the other hand, low humidity can be conducive to dermatitis and to respiratory discomfort. It also contributes to the buildup of static electricity. A humidity range of 30% (winter) to 50% (summer) is recommended.

Basements are particularly prone to conditions of high humidity and consequent microbial growth; dehumidification of such areas is advised. Growth of microorganisms is also supported by standing water. Condensate pans and cooling towers should be designed to avoid standing water, and should be readily accessible for cleaning. The use of steam humidifying systems is preferred over spray humidifiers, as the latter can contribute to microbial growth.

Finally, it should be emphasized that the best mechanical system, properly designed to achieve a good quality of indoor air, will not do its job if it is not properly operated and maintained. The air distribution system must be balanced, and the control system accurately calibrated. Ductwork must be kept clean and filters changed often. A maintenance schedule should be developed and followed; toxic cleansers should be avoided. Modifications to the interior space, such as relocation of systems furniture panels, must be done thoughtfully, to avoid the possibility of creating pools of stale air. If contaminant-creating equipment is introduced into the space (large copy machines and cooking equipment are examples), the mechanical system should be modified as necessary.

Planning for Good IAQ - Interior Materials

A well-designed and functioning mechanical system is one part of the IAQ picture. Another important aspect of planning for good IAQ is to avoid, or at least minimize, those materials and products that contain substances that can contaminate the indoor air. Interior finish materials that contain contaminants, primarily VOCs and formaldehyde, include carpet, paint, adhesives, wood finishes and preservatives, plywood and pressed wood products, and sealants and caulks. Although it may not be possible to eliminate or avoid entirely the contaminants contained in these materials, a careful selection of finish materials will help to keep the IAQ within an acceptable range. Listed below are those materials that should be selected with a view toward their potential to affect IAQ, along with some recommendations that will minimize possible deleterious effects. In addition, "chamber tests" can determine the VOC emissions of a particular product or material. Some manufacturers have this data. (Suggestions and recommendations for finish materials, based on other than IAQ considerations, are contained in Volume 1: Selecting Materials and Furniture.)

Carpet

Of the various materials used to finish interior space, carpet (both in roll form and in the form of tiles) probably has the most significant and long-lasting effect on IAQ. There are two reasons: one is the fact that large areas of office space are carpeted, thereby exposing a large surface area possibly containing potential contaminants to the indoor air; the second is that the manufacture and installation of carpet utilizes VOCs (to a greater or lesser degree) and the structure of the carpet itself acts as a sink to trap and hold VOCs present in the carpet materials and elsewhere in the space, as well as other contaminants. The VOCs can be emitted at low rates over a period of many years.

VOCs found in carpeting include:

- styrene, toluene, and xylene
- formaldehyde (a suspected human carcinogen)
- 4-Phenylcyclohexene (4-PC), an irritant even at low levels
- amines
- sulphur components

Many carpet adhesives emit aromatic hydrocarbons at a high rate, but do not off gas for a long period of time, as does the carpet itself. In addition to the problem of VOCs, there is the problem of collection and retention of dirt, microbes, and odors which are trapped and retained in the fibers themselves (especially if the fibers are natural) and in the pile. Finally, carpet fibers can be shed by the carpeting, causing irritation to some people.

To mitigate the problems described above, the following steps are recommended:

- Specify a carpet that is low in VOCs.
- Use a backing other than latex, which contains styrene butadiene (SB), the major source of 4-PC emissions. Synthetic backings of polypropylene or fiberglass are acceptable, or jute, which is natural and biodegradable (but not as durable), can be used.
- Use a low VOC-emitting carpet adhesive. Latex emulsion and latex acrylic adhesives are preferred to styrene butadiene rubber (SBR) adhesives, which emit VOCs at a

high rate. Water based adhesives are not necessarily low VOC-emitting. Other adhesives, low in VOCs, are available; and one should also consider the use of a stretched-in, tackless installation for small areas, in lieu of adhesive.

- If possible, the carpet should be conditioned off-site prior to installation, by spreading the carpet out for about a week in a space with high ventilation, high temperature and humidity in order to drive off most of the VOCs. After installation, a similar period of conditioning is recommended, under conditions of maximum possible ventilation.
- A regular and thorough maintenance program should keep down the problem of dirt and microbes. Anti-microbial additives are available and are recommended, but their effectiveness diminishes with time, and need to be reapplied after a year or so. It is important to verify that such additive, as well as any carpet detergent that may be used, be non-toxic, non-VOC, and low in odor.

Besides the question of IAQ, carpet presents additional environmental concerns. Commercial carpeting is made almost exclusively from synthetic fibers: nylon, the most common and most durable; olefin, a polypropylene; and polyester, not as durable. These are petroleum based, with the negative environmental implications inherent in the use of such products. Wool carpeting, although based on a renewable resource, is significantly more expensive, and not as durable as nylon. Carpeting is also beginning to be manufactured from recycled PET (plastic from soft-drink bottles).

The manufacturing process requires substantial amounts of water, which is then discharged to rivers and streams containing dyes, mordants, bleaches, and other chemicals inimical to life. Even wool carpet, unless used unbleached and undyed, requires the use of chemicals in its manufacture.

Finally, the disposal of carpet is a problem. Carpet is not easily recycled, because it is a composite of several layers bonded together. The synthetic fibers and backing do not biodegrade in our landfills. In this regard, carpet of natural fiber with jute backing is the best choice. The next best choice is to select quality carpet that will last, to section it off in order to replace worn areas independently, and to establish a rigorous program of maintenance that will prolong the life of the carpet.

Plywood and Particleboard

Plywood and particleboard are wood based products familiar to all, with many applications in the construction industry. Both products are composite materials that require a bonding material to bring the wood layers (plywood) or particles (sawdust) together. MDF (medium density fiberboard) and OSB (oriented strand board) are also pressed wood products which are made from wood scraps and waste held together with a resin binder, and are often used in place of softwood plywood. As a core material for furniture, cabinets and countertops, particleboard has largely replaced plywood (particleboard is cheaper), although plywood still finds many applications in construction. Because it uses sawdust recovered from the lumber industry, material that would otherwise be wasted, particleboard is an environmentally sound product; however, both plywood and particleboard use as a bonding agent a resin polymer made from Urea Formaldehyde (UF), which emits formaldehyde (HCHO). This gas is a suspected human carcinogen, and above certain levels of concentration it can irritate the eyes, nose, and respiratory tract, and also cause headaches and nausea. It can be emitted for several months after fabrication. UF resin as now constituted has

Planning for Good IAQ - Interior Materials (cont'd)

substantially reduced the level of formaldehyde emissions from the levels of a decade ago, but the problem still exists to some degree, and the following measures are suggested to further alleviate this concern:

- Use solid hardwoods for furniture and cabinetwork instead of veneer bonded to particleboard. (In most cases, this is probably too expensive.)
- Specify low-emitting UF bonded particleboard (ANSI A208.1-89)
- Particleboard and plywood using a resin based on Phenol Formaldehyde (rather than Urea Formaldehyde) can be used; however, this material is significantly more costly.
- Unfinished particleboard should be sealed from inside air. Unfinished sides of furniture and cabinetry should be painted with non-toxic, non-VOC emitting paints or coatings.
- If possible, older stocks of material, which have had time to off gas much of their formaldehyde, should be used.
- Avoid using particleboard under conditions of high temperature and humidity, such as in bathrooms.
- Above all, make certain that ventilation is adequate in spaces where UF plywood and/or particleboard is used.

Adhesives, Caulks, Sealants

There is extensive use of adhesives in interior environments. During construction, adhesives are used for gluing down carpet (as mentioned above), resilient flooring, ceramic tile, and for hanging fabric and vinyl wallcoverings. Adhesives are also present in shop fabricated interior components and in furniture. Caulks and sealants are used to close joints for fire protection, and for acoustical separation. They are also used to seal pipe penetrations. Most materials in this group are made from petroleum derivatives, and emit VOCs, including formaldehyde, aromatic hydrocarbons, aliphatic hydrocarbons, and polychlorinated hydrocarbons. To minimize the effect of such products on air quality, these products should be specified as low-VOC emitting products, and should be installed under conditions of maximum ventilation.

Paint, Varnishes, Finishes

Paint is a commonly used finish for walls, ceilings and trim in most interiors, and often is a source of VOC emissions. Varnishes, stains, and lacquers also emit VOCs and appear in interiors, particularly on furniture and millwork; but, because such finishes are ordinarily shop applied and dissipate their emissions before the products are placed in the space, they are not discussed below. Where the interior design calls for an extensive amount of woodwork or panelling with site applied stains or varnishes, such finishes should be selected to minimize the potential for emission of VOCs.

Paints used on interiors are typically water-based or organic solvent based. There are three components to the paint: 1) carrier, either water or organic solvent, which thins the resin for application and evaporates as the paint dries; 2) binders, which are the resins and oils that hold the pigment and adhere to the substrate; and 3) pigment, which provide the color, hiding power, and durability. The carrier, which evaporates and disperses its chemicals to the air, is the component of paint which gives paint most of its potential for toxicity. However, even water-based paint can contain toxic

compounds in the binders and pigments, which can be released into the air when painted surfaces are sanded. Water-based paints can also contain additives, such as surfactants/defoamers and preservatives/fungicides that can contribute to VOC emissions in trace amounts.

Organic solvent-based paints contain aliphatic and aromatic hydrocarbons, as well as ketones and esters, in various combinations, which emit VOCs in concentrations high enough to cause IAQ problems. The VOCs can react with other hydrocarbons and nitrogen oxides to form ground level ozone. Recent amendments to the Clean Air Act of 1990 have mandated a reduction in VOC emissions from paint, leading to reformulations in paint to eliminate organic solvents (replacing them by water) and increasing the percentage of paint solids.

Because of VOC concerns, newly developed paints have come onto the market, which contain natural components, including plant resins, ethereal oils, and mineral fillers and pigments. The solvents are most often citrus-based. No synthetic solvents, resins, fungicides, or preservatives are used. Such paints are not totally free of VOCs, and they have several disadvantages, including longer drying time, shorter shelf life, less durability, higher cost, less hiding power, and a limited range of colors. Ongoing research and development will improve these alternative paints and help to overcome some of their shortcomings.

Several steps are recommended to minimize the impact of paint on IAQ:

- Use low VOC paint; or one of the new, natural alternative paints.
- If the project includes renovations requiring the stripping of paint, avoid the use of strippers containing methyl chloride, but use a low-VOC stripper instead. If the project contains old paint containing lead, follow abatement procedures as recommended by specialists or appropriate regulatory authorities.
- Provide maximum outside air ventilation during painting and for at least 72 hours thereafter.

Once tenant fitout has been completed (using products and materials chosen to achieve the optimal air quality), there will still be some contaminants in the air. The space should be allowed to air out for a period of time (several weeks, if possible) prior to occupancy. Operable windows in the building will be of substantial benefit for this purpose. Another way to dissipate pollutants is to "flush out" the space by providing maximum ventilation to drive out VOCs from the finish materials (this method requires professional supervision).

Energy Conservation

The saving of energy is an especially important part of EPA's mission. It is important not only in a monetary sense, but also because a reduction in energy usage reduces the impact on the environment of the pollutants (sulfur dioxide, nitrogen dioxide) generated by power plants, while at the same time it helps to conserve non-renewable sources of energy, such as fossil fuels.

In a typical EPA facility, two systems consume large amounts of energy: the HVAC system (heating, ventilating, and air conditioning); and the lighting systems. Elevators, office machines, and miscellaneous appliances also consume energy, but to a lesser degree than mechanical and lighting systems.

The effort to effect energy savings in an EPA facility will, in large part, be specific to the particular facility under consideration, and will depend on the age of the building, the age and type of mechanical system used, and the nature of EPA's occupancy (lease or own? occupy all of the building, or only a part?). Before any program is undertaken to retrofit or modify an existing facility for energy conservation, a thorough cost-benefit study must be made. Discussion of such an analysis is beyond the scope of these Guidelines. Moreover, many of the energy-saving possibilities involve highly technical and complex considerations. For these reasons, a well-qualified professional should be engaged to survey the facility, analyze the costs involved, and recommend appropriate energy conservation measures.

With the above qualifications in mind, we list below some of the ways in which energy may be conserved.

Mechanical Systems

The use of passive design techniques can reduce heating and cooling demands on the mechanical system. Examples include use of natural vegetation to shade the building, use of light colored roofing and walls to reduce solar gain, and the use of exterior sunshades at glazed areas, also to reduce cooling load.

An existing building should be surveyed to verify that roof and wall insulation are in accordance with recommendations and/or code requirements for the geographic location. If a retrofit is indicated, the cost-benefit should be analyzed. Note that the larger a building is, the less important the building envelope becomes in terms of overall energy consumption.

Existing glazing should be surveyed to determine whether a change of glass to insulating glass, or to one of the newer high-technology glazing systems would result in a cost-effective saving of energy. Low emissivity (Low-E) glass coatings, for example, which have been available since the middle 1980's, reduce heat loss through windows. There are also reflective films available that can be applied to existing glass to reduce the cooling load.

An existing building should be surveyed to determine adequacy of weatherstripping and retrofitted if necessary. Also, provide storm vestibules at building entrances, (as noted above, these measures are most cost-effective in smaller buildings.)

An existing mechanical system could be modified to make it more energy efficient.

Because there are many types of systems extant, this recommendation cannot be made more specific. One good example, however, is the following: many commercial buildings built in the last 20-30 years contain terminal reheat systems which are energy-inefficient; these can be converted to more efficient variable air volume type systems.

Mechanical control systems can be modified to improve energy efficiency. Current technology permits precise electronic control of mechanical systems; a central computer monitors the system and supplies the proper amount of heating or cooling to satisfy the immediate needs of a particular room or space, with a consequent savings of energy. EMS (Energy Management System) electronic controls that vary the operation of the various mechanical devices are called "Direct Digital Controls" (DDC). Automated systems can also provide long term data collection that aids in the evaluation of building operating strategies.

Examples of other energy conserving techniques include the use of recaptured, recycled heat (from computers, for example) to supplement the heating requirements elsewhere in the space or the regulation (automatically) of ventilation air by monitoring the purity (air quality) of existing space. Sophisticated energy saving methods such as these require the design assistance of specialists.

Local utility companies usually offer incentive programs, or rebates, to encourage the use of energy efficient designs and equipment. Such incentive programs help to subsidize the cost of equipment and devices which might otherwise be too costly, and these need to be factored into any feasibility study on energy conservation.

In smaller office buildings, where the need for domestic hot water is relatively minimal (as compared to hot water requirements in residential applications) it may be feasible to supplement energy needs with solar collectors. With this exception, the use of solar power to replace or effectively supplement fossil fuels is not considered to be cost-effective with present-day technology.

Lighting Systems

Significant savings of energy can be achieved in the design of lighting systems for EPA facilities. The strategies include: 1) making maximum use of available daylight; 2) minimizing use of artificial lighting in rooms and spaces not in use, and 3) utilizing the most energy efficient fixtures and lamps available. EPA calls this program its "Green Lights" program, and is actively promoting its implementation in public and private facilities as an effective way to conserve energy, reduce atmospheric pollution (by reducing power plant discharge of sulfur dioxide and nitrogen dioxide, which contribute to smog and acid rain), as well as a way to improve the quality of lighting in the workplace. Ways to implement these strategies include:

Comply with current lighting energy standards: ASHRAE/IES 90.1-1989

The greatest possible use should be made of existing perimeter windows. This means that open workstations should be used, to allow daylighting to penetrate to the interior of the space. Enclosed offices should be located towards the building core, away from the windows. Where enclosed rooms at the windows cannot be avoided, glazed

Energy Conservation (cont'd)

clerestory and borrowed light openings will allow daylight to reach the interior space. The layout of systems furniture should be planned so as to minimize obstructing the passage of light to the interior.

The use of light colored walls and reflective, rather than light absorbing, surfaces will maximize both natural and artificial light within a space.

Lighting fixtures should be energy efficient. At the present state of technology, the recommended ceiling lighting for office space is fluorescent light, utilizing electronic ballasts and large-cell, parabolic fixtures with energy-efficient T-8 lamps. Alternately, indirect fluorescent fixtures can provide aesthetically pleasing, glare-free ambient lighting.

For office areas, the recommended level of illumination is an ambient level of 25 footcandles (maintained) at desk level, supplemented by task lighting to bring the task illumination to 50 footcandles. In work spaces without task lighting, 50 fc is recommended.

High efficiency compact fluorescent fixtures should be used in lieu of incandescent fixtures. Where feasible, task lighting should be used, to avoid the need for high levels of ambient lighting.

The use of daylighting and occupancy sensors to control the fluorescent lighting will reduce the time of use of individual fixtures. The daylight sensors dim fixtures (dimmable electronic ballasts are required) near the windows when daylight is present, and occupancy sensors control room and area lighting by sensing (through infrared or ultrasonic signals) the presence of people.

If circumstances are such that use of sensors are not cost-effective for a particular facility, energy savings may still be realized through the use of timed switches located either in the space or controlled from the building central energy management system.

Replacement of mercury vapor lamps with more efficient metal halide or high-pressure sodium lamps will save energy. In the same way, incandescent exit lights can be replaced with LED type, or other more efficient fixtures.

The Environmental Protection Agency, through its Green Lights Program, can assist in the analysis of the lighting for a facility, make recommendations for modifications and upgrades to the system, and evaluate the cost implications.

Manufacturers of equipment appropriate for use in the Green Lights program are too numerous to list, but names and addresses of suppliers of such products are available from the EPA.

Miscellaneous Energy Conservation Measures

As previously noted, the mechanical and the lighting systems consume the greatest amount of energy in a typical office facility. Nevertheless, other opportunities exist for significant savings of energy.

Appliances, such as refrigerators and micro-wave ovens, should be chosen with energy efficiency in mind. (Appliance and office equipment choices also should consider electromagnetic fields).

Personal computers that are programmed to turn off after a predetermined period of inactivity are now becoming available; such machines should be considered when new or replacement machines are purchased.

The use of individual fans and space heaters should be prohibited. Similarly, the use of microwave ovens should be restricted to areas such as lounges or pantries, reducing thereby the number of such appliances and, at the same time, confining cooking odors to designated areas, thereby minimizing their impact on air quality.

Water-conserving plumbing fixtures, discussed elsewhere, save not only water, they also save energy, because they reduce the burden on the community's water and waste treatment facilities.

Recycling

Another mission consideration of the Environmental Protection Agency is the effort to conserve the resources of the planet. Energy conservation, discussed earlier, is part of this picture, because it helps to conserve fossil fuels. Conservation of other materials is also important. By recycling manufactured materials and products, we help to save the raw materials from which the product was created (and, in some cases, the raw materials come from a source that can not be replenished), and we also save some of the energy required to acquire the raw materials and to process or manufacture the finished product.

In undertaking any recycling program at an EPA facility, it is necessary to first establish what policies exist. Such policies may be the result of legislative fiat, waste management contractor practice, Agency choice, or a combination of all these. The basic choices to be considered for a recycling program are two: 1) what materials will be recycled; and 2) where the sorting of such materials take place.

In most cases, the determination of what will be recycled is made by the community or other political jurisdiction. The choice of what is to be recycled depends on current technology, that is, the practicability and the economic viability of re-processing and reusing post-consumer waste. At the present time, there is a market (in at least some locations) for the materials listed below. Note that the recycling industry is a constantly changing one; technologies evolve, and economies change. Sometimes, recycled materials pile up in warehouses because there is no market for them.

Materials to be recycled:

- Newspapers
- Cardboard
- Other paper, sorted into white paper and colored paper
- Aluminum (most often, soft drink cans)
- Other metals (steel cans)
- Glass, sorted into clear glass and colored glass
- Plastics, which have been classified into seven numbered groups for recycling purposes:
 1. Polyethylene terephthalate ("PET"), used in soft drink bottles and peanut butter type jars
 2. High density polyethylene ("HDPE"), used for milk and water jugs, liquid detergents, 50-60% of all bottles
 3. Vinyl or polyvinyl chloride ("V"), used for blister packs, food wrap, shampoo bottles
 4. Low density polyethylene ("LDPE"), used for lids, squeeze bottles, bread bags
 5. Polypropylene ("PP"), used for syrup, ketchup, yogurt, and margarine containers
 6. Polystyrene ("PS"), used for coffee cups, meat trays, packing peanuts, plastic utensils
 7. Other. Contains various resins, and may have metals, glues or other contaminants mixed in, but can be recycled into plastic lumber

The separation of recyclable materials from other trash is typically done at the source - at the workstation by the employee who separates his or her paper, soft drink cans or bottles etc. from other trash and places the recyclable materials in nearby bins or containers, for collection by others. In some locations, however, separation is accomplished by the solid waste management contractor at an off-site collection and

sorting facility. Material Recovery Facilities, called "MRFs", have been constructed by some local governments, or by waste management contractors, to provide a place where trash can be sorted and recyclables can be directed forward for processing by various manufacturers. Where MRFs are in operation, office employees at the trash source locations are relieved of the need to contribute their own effort to the community recycling program. Space that would be required for storage of recyclable materials can be used for other purposes. MRFs also provide a source of low-wage employment. At the present time, however, the markets for most recyclables are depressed, and few new MRFs are being built. It can therefore be assumed that in the great majority of EPA facilities, sorting of solid wastes will be accomplished at the source, and facilities should be planned to allow for this.

A recycling program for a particular facility can be developed along the lines described below:

- Determine where separation is to take place - at the source or at a Materials Recovery Facility.
- If an MRF is involved, provide a 6 gallon bin at each workstation, and 22 to 30 gallon waste collection containers at common collection sites such as hallways and lunchrooms. No separation of wastes will take place, and collection of waste will be by the building custodial staff. No additional room or area for waste will be required in the office work area.
- If recyclables are to be separated at their source, determine what materials are to be recycled. In some localities, office paper only will be recycled; in other places there may be multi-material recycling. In both cases, two bins should be provided at each workstation: one bin or tray for white paper, and a bin for waste. The employee usually is responsible for taking his collected white paper, as well as any other recyclables that he generates, to a satellite collection point, while the custodial staff collects the waste from the bins at the workstations.
- Central collection points for paper and for other recyclables should be conveniently located, so that the employee need not walk too far to deposit such materials; collection points placed near employee rest rooms would be appropriately located. Where space is available, an enclosed recycling room can be provided, sized to accommodate the bins required for the program.
- For preliminary planning purposes, one should allow a recycling room, or satellite recycling center, placed to serve each 100 workstations. If the program is for recycling of office paper only, a room of approximately 50 sf is probably sufficient. A room this size would hold containers, 20 to 32 gallons in size, for trash, white paper, newsprint, and colored paper. A satellite center for multi-material recycling should be about 90 sf, and would include containers for glass, aluminum, and plastics in addition to the paper containers. Where space for recycling rooms cannot be found, containers or bins should be located adjacent to lobbies or hallways. If the space planning program provides for small employee lounge/pantries, it may be feasible to size them to allow for recycling containers.
- Provision should also be made for collection of white paper near copy machines. It is not recommended, however, that recycling centers and copy machines share the

Recycling (cont'd)

same room.

- In multi-story buildings, the use of trash chutes is often suggested. These can be designed as multiple chutes, to separate materials at the hopper, or, machinery exists that is designed to recognize and to automatically sort the materials at the point of discharge. Because such arrangements may restrict future flexibility, and can be costly, they should be carefully studied before being put into use.
- The recycling program must also take into consideration the central collection point at the truck dock. At this location, provision is made for storage of recyclables and solid wastes until they can be trucked to where they will be processed. Space may be required for equipment such as bulk containers, compactors, balers, glass and/or can crushers, cart dumpers, fork lifts, and similar machines that will be specific to the particular building and the particular solid waste management program. It is clear that a successful recycling/ waste management program requires careful coordination with the building owner/manager and the waste management contractor.

Resource Conservation

Conservation of resources also means saving those materials that are limited in supply, or that cannot be replaced over a period of time through the replenishment of natural resources. Water, for example, is a commodity that must be rationed in many parts of the country because of drought or overuse caused by population growth: in any case, conservation of water (in any geographical location) helps to limit the need for water treatment, both before and after use. Another example of a limited resource is hardwood used for furniture and millwork. Some of the most popular and handsome of hardwoods are disappearing as a result of the destruction of tropical hardwood forests, and these hardwoods are not being replaced. Some strategies to conserve these resources are suggested below:

Water Conservation

Conservation of water in EPA facilities can best be achieved through the use of water conserving plumbing fixtures. Such fixtures are required by code in some jurisdictions, and will be mandatory in new buildings as a result of the Energy Act of 1992. For new EPA facilities, or for those undergoing alteration and renovation, the following plumbing fixture guidelines should be adopted:

- In public facilities, lavatories with self-closing faucets that limit the flow to a maximum of 1.0 GPM. All other lavatory faucets with flow limited to 2.5 GPM;
- Shower heads with a flow restriction of 2.5 GPM;
- Urinals using a maximum of 1.0 gallon per flush;
- Water closets using a maximum of 1.6 gallons per flush.

Other water saving devices that can be employed in public rest rooms are infra-red or photocell sensors that restrict the supply of water at faucets or flush valves to an immediate need, and metering faucets that automatically shut off after a timed cycle. These devices, which are comparatively costly, are somewhat more practical for public rest rooms than for office rest rooms.

There are other water conserving plumbing systems that have recently been developed, which save even more water than the Ultra-Low Flow fixtures listed above. One such system is The "EVAC" system by Envirovac Inc., which uses vacuum combined with water to reduce the flushing requirement at the water closet to 0.375 gallons per flush. The system also permits a significant reduction in the sizes of supply and waste piping, eliminates the need for vent piping, and offers several additional advantages. However, it is a more costly system, and is not readily adaptable for retrofit of an existing plumbing installation.

A second system, called the "Microphor" system, uses compressed air plus only 2 quarts of water to flush toilets. Although this water closet can be used in retrofit applications, it presents other problems, including cost.

These two systems conserve water, and should be considered for those installations where the conditions are suitable.

"Gray Water" recycling refers to the use of partially treated building waste water to flush water closets and urinals, since the use of potable treated water for such purpose is wasteful. The technology required to recycle gray water involves separating the gray

water from black water, filtering it, treating it, then pumping it back to where it can be used for flushing. There are clearly costs involved for space, equipment, and operation; and the technology is currently most suitable for residential applications. More research and development is necessary before it can be made economical for office and commercial use.

Another place where water may be conserved is the building landscaping. If the EPA component is located where landscaping is part of the facility, attention should be given to the water needs of the plant materials. Trees and shrubs that require infrequent watering can be selected. These can be serviced by irrigation and sprinkler systems that are computer programmed to supply water as needed, based on buried water/moisture content sensors.

Forest Conservation

Other materials to be conserved, besides water, are those that derive from limited or non-renewable sources. As mentioned above, many of the hardwoods that have been popular for furniture and millwork are becoming quite rare; use of these woods should be avoided, and species from a well-managed, sustainable source should be substituted. There are several organizations committed to the protection of hardwood sources that will supply current information on wood species to use or to avoid. Two such organizations are the International Hardwood Products Association, Inc. (Alexandria, VA), and the Rainforest Alliance (New York, NY).

A brief list of those species that are in limited supply, and which, at present, should be avoided follows:

- Bubinga
- Cocobolo
- Ebony
- Greenheart
- Lauan (Philippine Mahogany)
- Lignum Vitae
- African Mahogany
- Honduras Mahogany
- Padauk
- Purpleheart (Amaranth)
- Brazilian Rosewood (Jacaranda or Palisander)
- Honduras Rosewood
- Indian Rosewood
- Teak (from Burma or Thailand)
- Wenge
- Zebrawood

In lieu of these woods, the designer or specifier should consider substituting one of the following alternatives, which come from managed forests:

- Teak (from Indonesia)
- Beech
- Birch
- Cherry
- Maple
- Oak
- Pecan
- Pine
- Poplar
- Sycamore
- Walnut

Pollution Prevention

In the planning and development of its own facilities, the EPA is presented with a number of opportunities to avoid or limit the discharge of pollutants into the atmosphere, the ground or the water. As mentioned above, the conservation of energy is a major factor in limiting the release of power plant pollutants into the atmosphere. Similarly, a vigorous program of recycling reduces the pollution of the ground, by restricting the growth of landfills and/or incinerator discharges. The use of recycled or recovered materials in the Agency's own facilities will contribute to this important program of pollution prevention. As the technology of recycling advances, new products continue to be developed based on the use of post-consumer waste. Wherever feasible and cost-effective or cost-neutral, the use of such products in Agency facilities should be promoted. (Recycled materials are not necessarily safe or free from pollution; they should still be reviewed/tested for VOC emissions). A listing of products and manufacturers is available in a publication called *The Official Recycled Products Guide* (RPG). This Guide, updated twice yearly, lists office supplies as well as furnishings, construction, and interior products; it is available from the American Recycling Market, Inc, P.O. Box 577, Ogdensburg, NY 13669.

Typical products from recycled materials include:

- Drywall
- Carpet
- Carpet underlayment
- Acoustical ceiling tile
- Insulation (cellulose, loose-fill & spray-on)
- Insulation (mineral wool)
- Acoustical wall panels
- Toilet partitions
- Ceramic tile

Although finishing products of the types listed above are those most likely to be encountered in the design of an Agency facility, there are many other construction products made from recycled materials that might be used in the construction or alteration of an EPA building. These include such items as asphalt products, brick, bicycle racks, benches, dock bumpers, plastic lumber, entrance mats, countertops, spray-on ceiling finish, and many other products. Whenever construction or interiors projects are planned, the opportunity to utilize recycled materials must not be overlooked.

In addition to reducing pollution through the use of recycled materials, another pollutant of the atmosphere is the chemical group called the chlorofluorocarbons, abbreviated "CFCs", used for many years for several purposes, most notably as refrigerants, but also as blowing agents in certain manufacturing processes, as aerosols and as fire extinguishing agents. Because CFCs have been identified as one of the global warming gases that contribute to the depletion of ozone in the upper atmosphere, their use is now being phased out. Refrigerants based on HCFCs should be used; and Halon, a CFC-based gas used for fire extinguishing purposes, should be avoided. Where extruded foamed polystyrene ("styrofoam") is to be used for insulation, avoid a product that has utilized CFCs in the manufacturing process.

If the completed and occupied space is properly maintained, a satisfactory level of IAQ will result. A program of regular maintenance and IAQ awareness should include the following points:

- The mechanical system must be well maintained, as described above.
- Carpets, drapes, and textiles must be cleaned regularly, to prevent buildup of dust, mites, and microbes.
- Cleaning materials, polishes and waxes that emit only low levels of VOCs should be used.
- Smoking, if permitted, should be confined to designated areas that have been designed to exhaust the air to the outside. Smoke should not be allowed to recirculate through the system, either through a ceiling plenum or through ductwork.
- Workplace operations that utilize substances that generate pollutants should also be confined to areas designed to handle the special ventilation needs of the space. An example is a printing, publications, or graphics area, where inks, solvents, aerosols, and similar art materials containing VOCs are used.
- Plants used throughout the workplace help to remove pollutants from the air. Some plants are more effective than others; (see Volume 1).

*Technical
Considerations*

Technical Considerations

The following Base Building and Tenant Work recommendations for EPA leased facilities are included in this section -- "Volume 2 of Space Guidelines" -- to assist EPA in defining items considered important prior to solicitation and occupancy of buildings.

The proposals are usually based upon standard GSA Solicitations for Offers, thereby limiting improvements of several Base Building items. However, it is the intention that EPA, at the time of negotiations, be equipped with basic requirements necessary to establish a level of quality appropriate to the Agency.

Following are two examples of base building recommendations, with requirements written in contract language. This section is organized into two major parts as follows:

- Part 1 Examples of base building requirements to be sought in potential leased facilities.
- Part 2 Examples of tenant work items to be included as part of the Landlord's work letter agreement with GSA so as to provide appropriately designed space for the Agency.

Sample Base Building Requirements

STRUCTURAL REQUIREMENTS

Code. Loads for structural design shall conform to applicable local Building Code. The loads required by the latest BOCA National Building Code 1990 shall be used when they are greater than the codes required by the applicable local Building Code.

Live Load. Provide for minimum capacity of 80 pounds per square foot live load plus applied load of 20 pounds per square foot for all EPA spaces. Approximately 5% of the leased space shall be able to accommodate high density filing systems. A minimum live load of 175 pounds per square foot is necessary to efficiently utilize high density filing systems.

Clear Height. The floor-to-floor slab dimensions shall permit a minimum ceiling height of 8'-6" from top of raised or other floor to underside of the ceiling for all office spaces.

Floor-to-floor height shall provide sufficient space in the hung ceiling between the ceiling support grid and the bottom of the lowest structural member of the floor above, such that all mechanical and electrical equipment may be conveniently installed with a residual clear space of six inches or more for fixture expansion of services.

Bay Size. Interior columns shall be spaced at a regular grid with a preferable bay size of 30'-0" on center. Space such as the auditorium and cafeteria shall be unobstructed by columns. A clear span of 50'-0" minimum is required.

BUILDING CORE

Building Lobbies. Lobby shall be of sufficient size to accommodate anticipated employee and visitor traffic and to provide for the required security functions. Durability and ease of maintenance shall be considered for selection of flooring and wall materials. Marble and/or granite shall be considered appropriate flooring and wall materials.

Elevator Lobbies. Elevator lobbies will be a minimum of 10 feet wide. They shall be adjacent to the main lobby at the entrance level. Elevator lobby wall shall be durable and easily maintained. Marble or granite are considered appropriate wall material.

Elevators. Elevators shall conform with the latest ANSI 17.1 & 2 Safety Code for Elevators and Escalators, Federal Accessibility Standards, GSA Fire Safety Criteria, and other regulations as they may apply. The average interval for departures of elevator cars from the lobby shall be designed for 25 seconds during the peak 5 minutes. Positive air supply shall be provided to elevator shafts. Elevator cars shall be equipped with fans. The maximum distance to an elevator shall be 150 feet, measured along the path of actual travel on any floor. Elevators shall be located as conveniently as possible.

Freight Elevators. Freight elevators shall be provided for each 250,000 gsf of building area. Elevator doors shall be 4'x7' minimum, center opening. Direct access from freight elevators to loading docks shall be required. Freight elevator banks shall be located so that access is separate from and distinct from passenger elevator floor lobbies.

Recycling area. Enclosed space shall be provided on each floor adjacent to the freight elevators for recycling containers. The size of the space shall be based upon the floor occupancy; area required to store office paper, newspaper, glass and metal in separate containers; and the daily projected volume of waste generated. A daily waste flow of 1 lb./100 osf may be used for planning purposes.

Core Toilets. Floors and walls shall receive a ceramic tile finish. Tile finish on walls shall extend floor to ceiling. Floor tile shall have a matte, non-slip finish. Wall tile shall have a glazed finish. Ceilings shall be either cement plaster or moisture resistant gypsum board construction with a washable painted finish. Core toilets shall be located so that employees will not be required to travel more than 150 feet on one floor to reach the toilets. All fixtures shall conform to existing local Water Conservation Laws - Chapter 424 and proposed ANSI Standards for ultra low flow toilets. At a minimum water closets shall be wall hung 1.5 GPM per flush. Urinals shall be wall hung 1.0 GPM per flush. Lavatory faucets shall be supplied with self-closing faucets with a flow restriction of 1.0 GPM flow. Shower heads shall have a flow restriction of 1.5 GPM.

Toilets shall have mechanical exhaust ventilation equal to 2.0 CFM per square foot, and mechanical supply ventilation of 1.0 CFM per square foot. To maintain air balance 1.0 CFM per square foot shall be transferred from adjacent air conditioned areas.

Janitors' Closets. Each floor shall be provided with adequate number of closets equipped with two floor-type mop basins with 10" deep receptor. Janitor-type supply faucet shall be wall-mounted and in compliance with Code. Janitors' closets shall have shelving for storage and brackets for holding mops, etc.

Janitors' closets shall be ventilated by mechanical exhaust at a rate of 1.0 CFM per square foot with make-up air transferred from adjacent conditioned areas. Provide direct exhaust to outdoors and provide air supply by a grill at lower portion of entrance door.

Electrical Closets. Lighting panels, power panels, and associated dry step-down transformers shall be installed in designated electric closets on each floor of the building. These closets shall be provided with fire rated walls which extend from slab to slab. Where transformers are provided in closets, mechanical ventilation shall be provided to maintain closet ambient temperatures at values not exceeding 100 °F. Where possible, closets for each floor shall be stacked vertically one above the other with minimum offset from floor to floor. Minimum dimensions for each closet shall be 8'x 10'. Generally, access to closets shall be from public corridors. Closets shall be spaced so that the maximum branch circuit run shall be provided for each closet. Care shall be taken to completely fire stop all wall openings from the hung ceiling level of adjacent spaces to the underside of the slab above.

Core Telecommunication Closets. Telecommunications closets in a building will be located directly above one another, and will be congruent and designed to house the following: telephone key service units; 3270-controllers; data switch remote modules; LAN and computer communications multiple access units, repeaters and monitors; data switch remote modules; test equipment; and mini-computers. Telecommunications Closets (TC) provided shall be sized to serve planned workstations. Telecommunications closets will be as close to square as practicable,

Sample Base Building Requirements (cont'd)

and will be entered from public corridors through securable doors at least 42" in width. The quantity of TCs on a given floor shall be such that a cable run from a TC to an outlet at a workstation will not exceed 300 linear feet.

Workstation Telecommunication Services. Provide one of each of the following telecommunication services for every 75 sq. ft. of net usable building space.

- Voice service through an RJ-11 and/or RJ45 connection and 4 pair, 24 AWG twisted pair standard telephone wire. These circuits will be terminated in the serving TC in a modular integrated punchdown/ patch blocks. Cable feed to panel will be through an appropriate rack-mounted cable management trough/panduit.
- Data service through an IBM square plug type connector and 2 pair, 22 AWG shielded twisted pair wire which meets all specifications for IBM Type 1 wire. These circuits will be terminated in a rack-mounted IBM distribution panel. Cable feed to panel will be through an appropriate rack mounted cable management trough/panduit.
- Data service through an RJ-45 type connector and 4 pair, 24 AWG shielded twisted pair wire which meets all performance specifications for IBM Type 3 wire. These circuits will be terminated in the serving TC in a modular, integrated punchdown/patch block. Cable feed to panel will be through an appropriate rack-mounted cable management trough/panduit.
- Data or video service through a coaxial cable connector. In the final plans, a type of coaxial cable connection to some or all workstations may be specified.

Example from a 1991/1992 document. Check with National Data Processing Division (NDPD) for current requirement

ELECTRICAL REQUIREMENTS

General. The Electrical power distribution system shall be in compliance with the following codes and publications:

- National Electrical Code, NFPA 70 (1990)
- National Safety Code, NFPA 101 (1990)
- National Electrical Manufacturers Association (NEMA) Standards
- American Institute of Electrical Engineers Standards and Publications
- Illuminating Engineering Society (IES) Standards

Power Distribution.

- i The secondary power distribution shall be available in two systems:
 - 480/277 Volts, 3-phase, 4-wire from the spot networks
 - 208/120 Volts, 3-phase, 4-wire from the dry type transformers
- ii The 480/277 volt system shall be designed to supply the following building equipment:
 - HVAC equipment
 - General fluorescent and High Intensity Discharge (HID) lighting
 - General equipment load

- iii The 208/120 volt system shall be designed to feed the following equipment:
 - General appliance load (building general outlets)
 - Work stations (tenant special outlets) - Isolated Distribution System
 - HVAC equipment less than 1/2 H.P.
 - General task lighting
- iv The power supply systems shall have adequate capacity to handle the above listed loads plus 25% spare capacity.
- v Power distribution and lighting panelboards shall be of the circuit breaker type, with copper buses, properly rated to provide the required overload protection and to withstand the calculated fault currents. All power distribution equipment shall be sized to handle specified actual and projected loads plus 25% spare load capacity. In addition all power distribution equipment shall be equipped with 25% spare circuits, complete with circuit breakers. The size of the spare circuit breakers shall be equivalent to the size of the majority of the circuit breakers in the particular switchboard or panelboard.
- vi All power distribution panelboards shall be equipped with separate equipment ground bus.
- vii If required by EPA, the power supply to dedicated, centrally located computer and telecommunications equipment shall be through a central Uninterruptable Power Supply (UPS) system with minimum 10-minute full load battery back-up system.
- viii The tenant dedicated and semi-dedicated duplex receptacles shall be connected to dedicated power panels. The dedicated power panels shall be circuit breaker type equipped with an isolated ground bus and they shall be connected to an isolated type transformer in order to provide "clean" power to the computer and communication apparatus. The isolation type transformer should be sized to feed the individual dedicated power panel or group(s) of dedicated power panels. The dedicated power panel isolated ground bus shall be connected to the isolated type transformer secondary ground forming an isolated ground path.
- ix If required by the EPA, the power supply and control apparatus associated with the HVAC equipment shall be provided through motor control centers. Motor protectors and motor starters shall be used to provide motor protection and controls.
- x All base building power shall include power for special equipment and other area requirements and shall be included in both service and distribution delivered to each floor. If applicable, this shall include power and air conditioning needs for computer areas. Power density for main computer rooms shall be 90 watts per square foot, square footage to be determined.

Fire Alarm. The building shall provide a fire alarm system throughout, 24 hours per day and 7 days per week for whole calendar year, for the entire term of the lease. Fire alarm system shall be installed in accordance with the applicable NFPA codes and

Sample Base Building Requirements (cont'd)

local codes. When there is a difference between the NFPA and the local codes, compliance with the most stringent code will be required.

PLUMBING REQUIREMENTS

All plumbing fixtures and trim shall be installed by the building. Fixtures shall be furnished in quantities that satisfy all applicable codes. Building shall make available in Tenant's toilets on 24 hours per day and 7 days per week basis, all hot and cold water.

- Water supply systems shall be designed to provide a minimum 20 PSIG pressure at all plumbing fixtures. All fixture batteries, including single fixture installations, shall be equipped with factory made water hammer arrestors.
- All exposed plumbing fixtures' metal parts shall be chrome-plated brass; and all supply valves shall have renewable seats with metal lever handles.
- The building should provide one sanitary wet column per 10,000 sq ft net usable area, located by Tenant. At each wet column per floor there shall be, for each column a 4" soil, 3" vent, 1 1/2" cold water, 1 1/4" hot water, and 3/4" hot water return risers. Each floor shall have valved and capped water outlets and drainage plugs. Water piping shall be copper and insulated.
- All fixtures shall be wall-hung with concealed carriers. Blow-out water outlets shall not be installed. Install siphon-jet water closets.
- Provide floor drains in each core toilet equipped with primed traps or non-primed traps with one (1) hose bibb per toilet.
- Each Tenant Floor shall be equipped with one (1) floor type mop basin with 10" deep receptor. Janitor type supply faucet shall be wall mounted and in compliance with Code. All janitor's closets to have shelving for storage and brackets for holding mops, etc.
- Code approved fire standpipe system shall have valved sprinkler branch rig per floor. Sprinkler heads shall be flush, clean line type.

The building shall provide building Fire Safety Director in accordance with NFPA standards and applicable local codes. Building shall be sprinklered, and fire extinguishers shall be installed and maintained in accordance with NFPA standards and applicable local codes.

Fire standpipe system pipes, valves and hose shall be installed in flush mounted cabinets and in accordance with NFPA standards and applicable local codes.

- The electric water coolers shall conform to the American with Disabilities Act. Quantity of electric water coolers should, at a minimum, be in accordance with the applicable codes.

- Each tenant floor shall be equipped with one (1) pantry. The building shall provide all required supply drainage and vent lines, provided such pantries are located not more than 10'-0" from a sanitary wet column.
- Domestic water piping systems shall be insulated, including cold water (for condensate control), hot water and hot water recirculating system. Roof leaders, running horizontally beneath the roof level, shall be insulated.

HVAC REQUIREMENTS

The building shall provide a year-round ventilation system, dedicated computer air conditioning system, (quantity to be determined), perimeter heating systems, and general office air conditioning systems.

- During heating season heating system shall be operative 24 hours per day and 7 days per week.
- Design Conditions:

Energy Conservation: Building shall comply with ASHRAE/IES Standard 90.1 - 1989 or the latest edition thereof.

Exterior Design Conditions: Outdoor design conditions shall be obtained from the latest edition of the ASHRAE Handbook of Fundamentals Table of Climatic Conditions for the U.S. Cooling loads shall be calculated using the 1.0% column. Heating loads shall be calculated using 99.5% column. Cooling towers shall be selected using the 1% design wet bulb column.

Interior Design Conditions: Load calculations and size of equipment for general office space shall be designed and constructed to provide conditions as determined by the occupant between 75 and 78 degrees Fahrenheit for heating. Operating conditions shall be readily adjustable through system controls. The systems shall be designed and constructed to maintain a maximum of 50% relative humidity during summer and a minimum of 25% relative humidity during the winter.

Computer rooms shall be maintained at 75 degrees Fahrenheit and 40% relative humidity year round. Wall and roof construction shall provide a minimum inside surface temperature of 60 degrees Fahrenheit. Glazing shall provide an inside surface temperature above dew point.

General office space shall be maintained no higher than 55 degrees Fahrenheit, without adding energy, during unoccupied hours in the winter and shall not be cooled during unoccupied hours in the summer.

- Core electric and telephone closets will have positive exhaust.
- If possible, perimeter heating system should be zoned with one (1) zone each for South, North, East and West facade exposures. Perimeter heating system should be equipped with an outdoor air temperature sensor hot water reset schedule per exposure. There should be four (4) separate heating zones, one for each facade

The HVAC requirements assume a North-East location.

Sample Base Building Requirements (cont'd)

compass exposure. Each zone should be equipped with a separate zone heating pump and hot water reset device. The heating curve (reset ratio) which controls the boiler supply water temperature should be selectable. The outdoor sensors should be equipped with respective sun shields.

- Verify that adequate general core exhaust ductwork is provided for all tenant installations.
- From the foregoing, the air distribution of the HVAC system for general office areas shall be based on the following estimated minimum unit loads:
 - General Lighting Load 1.2 Watts per square foot
277/480
 - Office Equipment 1.0 Watts per square foot
277/480
 - Receptacle Load 1.0 Watts per square foot
120/208
 - Computer Terminals 1.0 Watts per square foot
120/208

A 25% spare electric power supply capacity shall be added to the above. Therefore, total future HVAC electrical demand will be between 5 and 6 watts per square foot.

MISCELLANEOUS

- A minimum clear ceiling height of 8'-6" to the finished floor is desirable, should be provided if possible.
- Landlord shall provide and install building lobby directory and a floor directory in the elevator lobby of each floor occupied by the Agency.
- The Agency should seek to find a building with windows which can be Tenant operated.
- All perimeter windows shall be provided with narrow slat venetian blinds.
- Security - It is the intent of the Agency to provide security personnel at the demised premises. Other building occupants should be isolated from the demised premises, including Agency entrance, lobbies, elevators, loading docks etc. (except in case of emergencies).

In the case of a multiple occupancy facility, all elevators servicing EPA floors shall be dedicated.

The building shall furnish a counter in the lobby to serve as a security desk. The security desk shall have visual monitors that view all areas of building egress, including the loading dock.

Elevators: The building shall provide access to service elevators during non-working hours.

Recycling Areas: Enclosed space shall be provided on each floor adjacent to the freight elevators for recycling containers. The size of the space shall be based on the following floor occupancy; planned recycling program, e.g. area required to store office paper, newspaper, glass and metal in separate containers; and the daily projected volume of waste generated.

Sample Tenant Work Letter Requirements

The following items are recommendations for work letter inclusion.

PARTITIONS

Drywall Partitions.

- i Standard building partitions shall consist of the following:
 - 2-1/2", 25 gage metal studs, spaced 16" o.c., from floor to slab above. For floor-to-slab heights greater than 12'-3", use 3-5/8", 25 gage metal studs.
 - one layer each side of 5/8" thick gypsum wallboard from floor to 6" above suspended ceiling.
 - Partition perimeters shall be acoustically caulked.
- ii Security partitions shall consist of the following:
 - 2-1/2", 25-gage metal studs, spaced 16" on center, from floor to slab above. For floor-to-slab heights greater than 12'-3", use 3-5/8", 25-gage metal studs.
 - one layer each side of 5/8" thick gypsum wallboard from floor to slab above.
 - Partition perimeters shall be acoustically caulked.
- iii Acoustical Partitions shall consist of the following:
 - 2-1/2", 25-gage metal studs, spaced 16" o.c., from slab to slab above. Partitions shall not be installed on top of raised floor. For slab-to-slab heights greater than 12'-3", use 3-5/8" metal studs.
 - Two layers one side and three layers other side of 5/8" thick gypsum drywall from slab to slab.
 - 1-1/2" thick sound attenuation blankets installed in partition cavity from slab to slab.
 - Partition perimeters shall be acoustically caulked.
 - Partitions shall provide an STC rating of not less than 50.
- iv Fire Rated Partitions shall consist of the following:
 - 2-1/2" metal studs, spaced 24" o.c. from slab-to-slab. Partitions are not to be installed on top of raised floor. For slab-to-slab heights of greater than 12'-3", use 3-5/8" metal studs.
 - Multiple layers of 5/8" thick "firecode" F floor-to-slab on both faces of partition.
 - 1-1/2" thick sound attenuation fire blankets installed in partition cavity and from slab-to-slab.
 - Partition perimeters shall be acoustically caulked.
 - Partitions shall be designed to provide the fire resistance ratings in locations as required by code.
- v Water resistant gypsum wallboard shall be provided for wall and ceiling surfaces to be finish painted and cementitious tile backer board for surfaces to receive ceramic tile finishes.

- vi Metal studs at all door frames and trimmed opening locations shall be doubled-up for added strength and stability.
- Demountable partitions if provided for personnel space shall conform to the following characteristics:
Demountable partitions shall be rated at STC 40.
 - Sound blankets will be placed above the ceiling to retain sound privacy as appropriate.
 - Panels shall be electrified and acoustically treated.
- Sound baffles shall be provided within convector enclosures at intersections of partitions and the perimeter convectors. STC rating of Baffle shall match that of adjacent partition.
- Mechanical equipment rooms shall be enclosed within acoustically treated partitions.

DOORS AND HARDWARE

- Interior doors shall be 36"x 84" flush type, 18-gage, hollow core steel construction, reinforced for finish hardware.
- Door frames shall be welded 16 gage steel construction, anchored floor to slab above.
- All doors shall be provided with four ball bearing type hinges. Entry doors shall be provided with mortise locksets (Federal Spec. 86) and tamper proof hinges. Standard doors shall be provided with heavy duty cylinder locks. All door handles shall be lever type. All doors shall have door stops. Corridor and rated doors shall have automatic door closers. All hardware shall have brushed stainless steel finish.
- Emergency exit doors shall be equipped with full width panic exit devices with annunciated audible alarm. Interior doors and frames in fire resistant construction shall comply with NFPA 101.
- Agency should consider having the Offeror provide interior floor entry and corridor doors with safety glass vision panels.

CEILINGS

- Ceiling shall consist of 2'x2' mineral fissured reveal edge lay-in acoustical panels in a fine-line grid mounting system.
- Acoustical panels shall provide a flamespread rating of 25 or less and a smoke developed ratio of 50 or less (ASTM E-84).
- Ceilings should have a noise reduction coefficient (NRC) of not less than 0.70 in accordance with ASTM C-423.
- Soffits and ceiling fascia when provided shall be Gypsum drywall construction.

Sample Tenant Work Letter Requirements (cont'd)

Check with the HQ Environmental Health and Safety Division for latest Agency policy on paints, wall covering and carpets including installation.

PAINTING AND WALL COVERING

- EPA shall select paint colors. We recommend the use of Latex paint rather than oil-based paint. Enamel paint will be used on hollow metal doors and frames and convactor enclosures. We recommend building standard consist of 1 primer and 2 finish coats.
- Vinyl/Fabric wall coverings for primary circulation and core areas should be heavy duty (20-24 oz. weight) Type 2 material. EPA shall select vinyl coverings in special spaces such as permanent conference areas, reception areas, etc. Fabric coverings shall be natural fiber.
- The work letter should provide for color breaks and accent walls, soffits, and trim as applicable.
- All wall coverings shall conform to EPA standards for indoor air quality.

FLOORS

- Coverings - All flooring materials shall meet Agency standards for indoor air quality.

General Space.

- i All floor areas shall receive carpet tile for installation on either raised floor or slab.
- ii Carpet tile shall meet the following standards:
 - Fiber: Continuous filament soil hiding nylon with current soil resistant treatments.
 - Pile construction/texture/pattern: As per Agency specifications.
 - Color: As per Agency specifications.
 - Face weight: 32 oz. per square yard minimum.
 - Backing: Magnetic with positioning buttons.
 - Total weight: 64 oz. per square yard minimum.
 - Size: 24" x 24".
 - Static Control: Less than 2.0 KV.
 - Flammability: Carpet must have a critical radiant flux of 0.45 watts/cm² ASTM E-648 flooring radiant panel test). Smoke density rating must be 450 or less in flaming mode (ASTM E-662). Carpet must pass methenamine Pill Test (ASTM D-2859).
 - Carpet must be evaluated for volatile organic compound emissions, stability, toxicity, and irritation potential.
- iii When applicable, carpet shall be installed under the metal movable partitions.

Standards for a raised floor installation.

- iv On partitions other than metal movable, a straight vinyl base shall be installed, color and height as per Agency's specifications.

Storage/File Rooms (enclosed with other than metal movable partitions).

- i Linoleum tile shall be utilized, color and pattern shall be as per Agency's specifications.
- ii A cove vinyl base shall be installed, color and height as per Agency's specifications.

Other spaces

- i Computer/ADP areas - High pressure laminate conductive floor tile with an electrical resistance of 25,000 to 1,000,000 ohms. Color and pattern shall be as selected by Agency.
- ii All floor and wall surfaces in lavatories shall receive ceramic tile.

The work letter should provide the opportunity to permit color breaks and patterns in all floor coverings.

ELECTRICAL REQUIREMENTS

General Purpose Duplex Receptacles shall be Type NEMA 5-20R, wall or floor mounted. Connect an average of five (5) general purpose duplex convenience receptacle outlets to a single pole, 20 ampere, 120 volt circuit breaker. Estimate receptacle outlets as follows:

- i Two (2) duplex receptacles per 100 square feet of net usable building area.
- ii In addition to above, one (1) duplex receptacle per 1000 square feet of gross building area.

Dedicated Duplex Receptacles shall be Type NEMA 5-20R Isolated Ground Type orange color wall or floor flush mounted. Each dedicated duplex receptacle shall be connected to one 20 ampere, 1-pole, 120 volt circuit breaker. A dedicated isolated insulated ground wire associated with each outlet shall be provided.

The isolated ground wire shall be connected to the isolated ground bus of the power panel to which the dedicated outlet is connected. Estimate quantity of dedicated duplex receptacles as follows:

- i One (1) duplex dedicated receptacle per 1,000 sq. ft. of net usable building area.

Semi-Dedicated Duplex Receptacles shall be type NEMA 5-20R, isolated ground type, green color, wall or floor flush mounted. Connect two (2) semi-dedicated outlets to one 20 ampere, 1-pole, 120 volt circuit breaker. Provide a dedicated isolated insulated ground wire with each semi-dedicated circuit. The

Sample Tenant Work Letter Requirements (cont'd)

semi-dedicated outlet isolated ground wire shall be connected to the isolated ground bus of the power panel to which the semi-dedicated outlets are connected. Estimate quantity of semi-dedicated duplex receptacles as follows:

- i Two (2) semi-dedicated duplex receptacles per 100 sq. ft. of net usable building area.
 - ii Provide the required semi-dedicated outlets in the telecommunication closets as required.
- Special Outlets (Copiers, etc.): Provide one (1) 30 ampere, 3-phase, 4-wire circuit with junction box for 1,000 square feet of net usable building area.
 - All other outlets requiring specialized connections, such as copy machines, kitchen units, etc., shall be connected in a code approved manner.

ELECTRICAL DISTRIBUTION

In addition to providing connections to all building required equipment, per code, the following will be required:

- All main power feeders and branch wiring shall consist of metallic conduit and copper wires. All associated junction boxes, pull boxes and cabinets shall be flush mounted when they are located in finished areas and readily accessible. Access panels shall be provided for maintenance of feeders and associated pull boxes when they are concealed above ceilings and or pipe chases.
- Each lighting panel shall feed lighting fixtures associated with maximum of 30,000 gross square feet of building area.
- Each general power panel and dedicated tenant power panel shall feed outlets and equipment associated with maximum of 15,000 gross square feet building area.
- Main power distribution apparatus shall be enclosed in dedicated switchgear rooms.
- Motor control centers shall be located in the mechanical rooms.
- UPS System and associated batteries, as well as the stand-by generators, shall be housed in appropriate dedicated secure facilities.
- Provide and maintain emergency illumination, distributed for a minimum of 2 footcandles in all paths of egress within the tenant areas, as well as in corridors and stairs, per code.
- Provision shall be made in access doors for the addition of a wired central programmed release systems and or card key or similar access system, for two floor corridor entry doors per floor. Provide 1 (one) door per 5000 square feet of net usable building area.

LIGHTING

- The Offeror shall provide the following levels of illumination:
 - Up to 50 footcandles at the work surface level and 25-35 footcandles uniformly distributed throughout the office area.
- All fluorescent fixtures shall have energy efficient warm white lamps and electronic ballasts.
- Any ceiling lighting pattern shall not be in conflict with the floor partitioning, since the vertical obstructions of the partitions tend to cast shadows on the work surfaces.
- The Offeror shall install lighting based on EPA recommendations.
- Enclosed offices and enclosed support areas shall be equipped with occupancy sensors.
- Lighting controls shall be zoned to accommodate special functions.
- General office lighting shall have no more than 10 fixtures per circuit.
- Dimming mechanisms shall be provided in conference areas. Toggle type switches are not to be utilized.
- Areas requiring accent lighting will be treated using fluorescent fixtures in coves, recessed downlights, or wall washers.

HVAC REQUIREMENTS

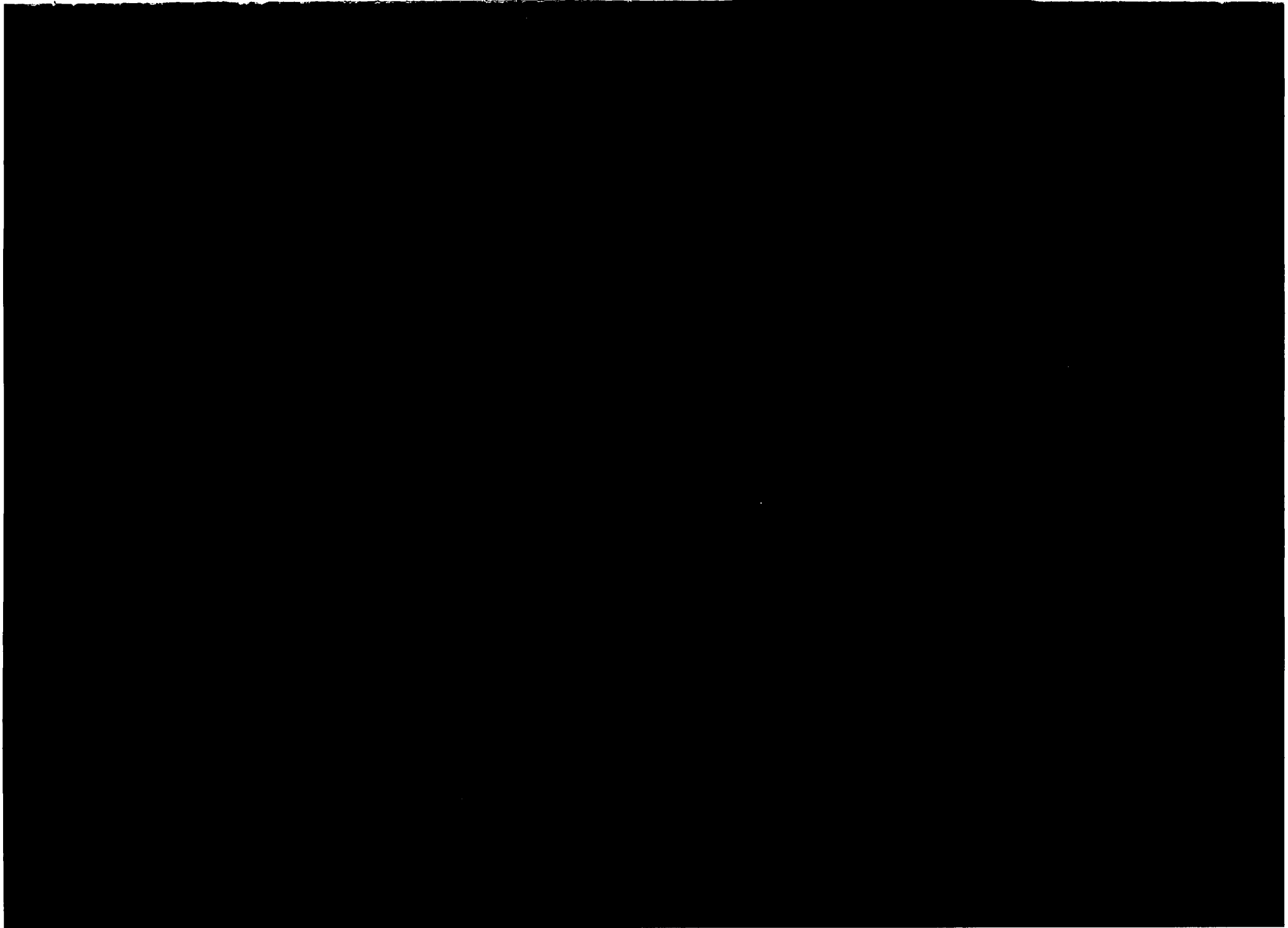
- General Office Space: 20 cfm outside air per person.
- Conference Rooms: 20 cfm outside air per person with wall switched timer exhaust system (transfer air to return air), for 3 cfm per square foot.
- Toilet Rooms, Locker Rooms, Shower Rooms, etc., shall be exhausted in accordance with local building codes, requirements of this RFP and whichever is more stringent.
- Occupancy density for purposes of ventilation design shall be 150 sq. ft. per person of net usable space for offices as specified in ASHRAE Standard 62-1989, or local building codes, whichever is higher in density.
- Air Diffuser Performance Index (ADPI) shall be 80% at a minimum.
- Controls - HVAC controls shall be zoned on each floor.

Sample Tenant Work Letter Requirements (cont'd)

- Sound ratings of air terminals and equipment shall be based on Noise Criteria (NC) Curves as defined in ASHRAE Guide: System and Applications 1987, except as noted otherwise. NC ranges shall be as follows:

1	Executive Offices:	NC25 - NC30
2	General Office Space:	NC35 - NC40
3	Private Offices:	NC30 - NC35
4	Conference Rooms:	NC25 - NC30
5	Computer Equipment Room:	NC40 - NC45

As a general principle, noise levels shall not exceed the arithmetical mean of each range.



Material Safety Data Sheet

The Material Safety Data Sheet (MSDS) is a U.S. Occupational Safety and Health Administration (OSHA) mandated document listing all hazardous substances contained in the building products which they cover. Its primary purpose is to identify, to the product user, the hazardous substances contained within the product and to provide information on how to prevent or handle any potential health and safety hazards resulting from its use in and around the work environment. Note that professional assistance and product testing may be necessary for interpretation of any combined or synergistic effects of the individual chemicals listed.

OSHA requires testing for a wide range of building materials, both construction-type like plywood, insulation, fireproofing, and gypsum wall board, as well as interior finish materials such as wall coverings, paints, ceiling tiles, carpet tiles, and adhesives. The MSDS for the material is obtained from the product manufacturer and is generally organized in several sections. The following lists some of the primary sections along with what they contain:

- *Product Information Section.* Identifies the product and its chemical family name.
- *Ingredients Information Section.* Lists hazardous components by chemical identity and/or common name.
- *Fire and Explosion Hazard Data Section.* Identifies the potential combustibility and explosive nature of the product.
- *Physiological and Health Hazard Section.* Discusses the potential risks to health and body caused by exposure to the hazardous components of the product.
- *Emergency and First Aid Data Section.* Identifies procedures to be taken in treating overexposure to the hazardous substances.
- *Reactivity Data Section.* Identifies other substances with which the product may have hazardous reaction.
- *Environmental Protection Section.* Discusses procedures for handling accidental spills or leaks of the product or its hazardous components.
- *Special Precautions Section.* Discusses safety measures to be taken in order to prevent any possible health and environmental hazard resulting from use of the product.

The following is an example of an MSDS. MSD sheets for specific products are available from the product manufacturer.

DATE: July 1, 1991
REPLACES: November 15, 1990



Armstrong World Industries, Inc.
Human Resources Department
313 W. Liberty St.
P.O. Box 3001
Lancaster, PA 17604

Telephone 717 396-2328 or 396-2935

S-90 Adhesive

Material Safety Data Sheet

DIVISION:

Floor Products

ISSUED BY:

Corporate Employment Practices

NFPA 704 (0 = no hazard; 4 = severe hazard):

HEALTH = 2

FIRE = 3

REACTIVITY = 0

DEPT. OF TRANSPORTATION INFORMATION:

SHIPPING NAME: Adhesive (Petroleum Naphtha). HAZARD CLASS: Flammable Liquid. ID#: UN 1133. EMERGENCY ONLY
CONTACT: CHEMTREC 800-424-9300.

I. PRODUCT INFORMATION:

PRODUCT NAME: S-90 Adhesive (For the installation of Armstrong Resilient Tile). CHEMICAL NAME AND SYNONYMS: N/A.
CHEMICAL OR PRODUCT FAMILY: Solvent-dispersed Adhesive.

II. INGREDIENT INFORMATION:

HAZARDOUS COMPONENTS (Chemical Identity; Common Name)	C.A.S. NO.	%	OSHA PEL	ACGIH TLV
VM&P NAPHTHA	8032-32-4	25-34	300 ppm	300 ppm
PETROLEUM GRADE ASPHALT	8052-42-4	64-73	N/A	as a fume: 5mg/m ³

This product formulation does NOT contain asbestos.

III. PHYSICAL DATA:

APPEARANCE AND COLOR: Black asphalt mastic with hydrocarbon solvent odor. BOILING POINT (degrees F): 212-320.
VAPOR PRESSURE (mm Hg 20 degrees C): 10.45. VAPOR DENSITY (Air = 1): 3.0. SOLUBILITY IN WATER: Negligible.
SPECIFIC GRAVITY (H₂O = 1): 0.92. PERCENT VOLATILE BY WEIGHT (30 min. @ 275 degrees F): 27. EVAPORATION RATE
(Butyl Acetate = 1): N/K. pH: N/A.

IV. FIRE AND EXPLOSION DATA:

FLASH POINT: 56° F (Setaflash Closed Tester). FLAMMABILITY LIMITS: LEL = 1.0; UEL = 7.0. EXTINGUISHING MEDIA:
Carbon dioxide, dry chemical, Halon. SPECIAL FIRE FIGHTING PROCEDURES: Protect fire fighters from toxic products of
combustion by wearing self-contained breathing apparatus. UNUSUAL FIRE AND EXPLOSION HAZARDS: Closed containers in
a fire may rupture due to pressure build-up; use water to cool containers to prevent this.

V. HEALTH DATA:

PRIMARY ROUTE(S) OF ENTRY: Skin, inhalation. **TARGET ORGANS:** Skin, eyes, respiratory tract. **EFFECTS OF OVEREXPOSURE:** **SKIN AND EYES:** Excessive skin contact may cause drying and cracking of the skin, defatting of tissue, and result in dermatitis. Contact with eyes will cause irritation. **INHALATION:** Irritation of respiratory tract, coughing, headache, ziness, drowsiness, nausea, uncoordinated movements. **CARCINOGENICITY:** NTP: No; IARC Monographs: No; OSHA regulated: No. **MEDICAL CONDITIONS GENERALLY AGGRAVATED BY EXPOSURE:** Any condition generally aggravated by solvents, including preexisting upper respiratory and lung disease such as, but not limited to bronchitis, emphysema, and asthma. **FIRST AID PROCEDURES:** **SKIN AND EYES:** For eye contact, flush with water for 15 minutes and get immediate medical attention. Additionally with skin contact, wash with soap and water. Refer to physician if irritation or symptoms persist. **INHALATION:** Remove to fresh air if exposed to excess concentrations of vapor. Seek medical attention if symptoms persist. **INGESTION:** Do not induce vomiting. Call Poison Control Center. Get immediate medical attention.

VI. REACTIVITY DATA:

STABILITY: Stable. **INCOMPATIBILITY:** Strong oxidizing agents. **HAZARDOUS DECOMPOSITION PRODUCTS:** Carbon monoxide, carbon dioxide, and other toxic vapors and gases that are common to thermal degradation of organic compounds. **HAZARDOUS POLYMERIZATION:** Will not occur.

VII. SPILL OR LEAK PROCEDURES:

STEPS TO BE TAKEN IF MATERIAL IS RELEASED OR SPILLED: Remove all sources of ignition. Ventilate area of spill or leak; if using mechanical ventilation, make sure that it is explosion-proof or does not present an ignition source. For exposures above TLV, wear approved respiratory equipment. Contain spill, preventing it from entering sewer lines or waterways. Use absorbent to assist with the pick-up of material. **WASTE DISPOSAL METHOD:** Incineration or other method approved for ignitable wastes in accordance with federal, state, and local regulations.

VIII. SPECIAL PROTECTION INFORMATION:

VENTILATION: Use natural cross-ventilation, local (mechanical) pick-up, and/or general area (mechanical) ventilation to prevent an accumulation of solvent vapors, keeping in mind that the ventilation pattern must remove the heavier-than-air solvent vapors from the lower levels of the work spaces. The ventilation should be sufficient to keep the solvent vapor concentration below the TLV. **RESPIRATORY PROTECTION:** With adequate ventilation, respiratory equipment should not be needed. If adequate ventilation is not afforded, wear respiratory equipment approved for organic vapors. **SKIN AND EYE PROTECTION:** During normal end-product use, cotton or loop-pile gloves and spectacle-type safety glasses are recommended to prevent contact with this mastic product.

IX. SPECIAL PRECAUTIONS:

PRECAUTIONS TO BE TAKEN IN HANDLING AND STORAGE: Store in area suitable for flammable mixtures. Recommended storage temperature is below 90 degrees F. **OTHER PRECAUTIONS:** Vapors are flammable and are heavier-than-air. Prohibit smoking and eliminate all other sources of ignition, such as regular electrical tools and appliances, making sure that pilots on gas-fired water heaters are extinguished.

The information presented herein is supplied as a guide to those who handle or use this product. Safe work practices must be employed when working with any materials. It is important that the end user makes a determination regarding the adequacy of the safety procedures employed during the use of this product.

N/A = Not Applicable or Not Available

^K = None Known or Not Known



Federal Property Management Regulations

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

August 2, 1991

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION D-76

To: Heads of Federal agencies

Subject: Assignment and Utilization of Space

SAMPLE

1. Philosophy. These regulations on the assignment and utilization of space, emphasize a customer service approach to space delivery. A central goal is to improve the process for delivering the space to the client and thereby improve the relationship between GSA and the client. The regulations target requirements development as the area where there is greatest potential for significant improvement in the timeliness of the delivery process and the quality of the space delivered. The key to this improvement is a cooperative relationship between GSA and the client agency in the development of requirements. Since the agency knows its program and mission needs, it is responsible for providing information about functional program requirements. On the other hand, GSA has the professional expertise to translate these needs into technical contract language and GSA will provide this assistance to agencies early in the requirements development process. The customer service orientation assumes that both GSA and client agency have the same goal--the timely delivery of space--and that the best way to achieve this goal is through a cooperative process. This means that both GSA and the client need to fulfill their responsibilities in order for the process to work effectively.

2. Purpose. This regulation supercedes FPMR Temporary Regulation D-73. Its purpose is to refine GSA's space assignment criteria and to modify and/or clarify certain space-related policies and requirements. It provides a revised space assignment process for determining agency requirements; revised and updated definitions of GSA space classifications and standard alterations; a new move policy; a revised locational policy, and a general updating of the FPMR to reflect current ways of doing business, such as the inclusion of procedures for assigning space for child care centers and wellness/physical fitness facilities.

3. Effective date. August 26, 1991.

4. Expiration date. August 26, 1992. extended to August 26, 1993

5. Background. On November 1, 1989 (54 FR 46206), GSA published in the Federal Register a proposed rule which contained revised procedures governing the assignment and utilization of space in Federal facilities under the custody and control of GSA. On December 5, 1989 (54 FR 50251), GSA published a revision to the proposed rule that addressed agency concerns about paying for telecommunications costs associated with moves in GSA space. Comments were received on each rule and incorporated into the final document where appropriate. The significant changes are outlined below.

6. Outline of revisions. Changes from the previous regulation (D-73) include:


- Modification of the strict numeric criteria for assignment of space; emphasis on professional space analysis, programming and planning.
- Redefinition of office space to recognize its essential components: Primary (personnel-occupied) area and support area.
- Focus on primary area utilization rate (square footage primary area divided by personnel).
- Clarification of the policy on the location of Federal facilities and space.
- Revision of the GSA policy on agency moves.
- Revision of the space classifications for GSA-controlled space.
- Changes to the standard alterations in GSA-controlled space.
- Revision of the Standard Form 81 and 81A, and inclusion of a Space Requirements Questionnaire to assist in the space planning process.
- Inclusion of criteria on physical fitness facilities and child care centers.
- Modification of telecommunications policy.

August 2, 1991

FPMR Temp. Reg. D- 76

7. Comments. Comments concerning the effect or impact of this regulation may be submitted to the General Services Administration, Office of Real Property Development (PQ), Washington, DC 20405.

8. Effect on other directives. The provisions of Federal Property Management Regulation Temporary Regulation D-73 relating to the assignment and utilization of space are superseded by this regulation.



RICHARD G. AUSTIN
Administrator of General Services

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

PART 101-17 ASSIGNMENT AND UTILIZATION OF SPACE

Section 101-17.000 Scope of part.

This part prescribes policies and procedures for the assignment and utilization of space in GSA controlled facilities. The term "United States" as used in this subchapter, means the 50 States of the United States, the District of Columbia and the Commonwealths, territories, and possessions of the United States.

Space acquired and/or managed under a delegation of authority from GSA is subject to the provisions of this part.

See Part 101-16 for policies and procedures governing the management of all Federal space.

Section 101-17.001 Authority.

This part implements the applicable provisions of the Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); the Act of July 1, 1898 (40 U.S.C. 285); the Act of April 28, 1902 (40 U.S.C. 19); the Act of August 27, 1935 (40 U.S.C. 304c); the Public Buildings Act of 1959, as amended (40 U.S.C. 601-619); Public Buildings Amendments of 1972 (86 Stat. 219), as amended; the Rural Development Act of 1972 (86 Stat. 674); Reorganization Plan No. 18 of 1950 (40 U.S.C. 490, note); the Federal Urban Land Use Act (40 U.S.C. 531-535); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601); the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321); Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4201-4244, 40 U.S.C. 531-535); Public Buildings Cooperative Use Act of 1976, as amended (90 Stat. 2505); Executive Order 12072 of August 16, 1978 (43 FR 36869); Executive Order 12411 of March 29, 1983 (48 FR 13391); and Executive Order 12512 of April 29, 1985 (50 FR 18453); and the Public Buildings Amendments of 1988 (102 Stat. 4049).

SUBPART 101-17.1 BASIC POLICY.

Section 101-17.100 Scope of subpart.

This subpart describes the basic policies that govern the assignment and utilization of GSA space, and defines terms used in Part 101-17.

Section 101-17.101 Policies.

(a) Federal real property is an asset that has a value to the Government. This asset shall be managed and maintained in a manner that enhances its value.

August 2, 1991

(b) Federal workspace is a costly resource and should be acquired and used in the essential minimum amounts needed to support agency mission requirements.

(c) Federal workspace should support and improve the productivity of the workers and programs that are housed. Professional standards and practices for space planning and programming, requirements development, furniture use, design and layout shall be used to achieve this goal.

(d) It is GSA policy to provide agencies a quality workplace environment that supports program operations; preserves the value of real property assets; and reduces Federal workspace to essential minimum requirements. This includes the provision of child care and physical fitness facilities in the workplace when adequately justified.

(e) Federal space needs will be satisfied in existing Government-controlled space to the maximum extent practical. Available space in buildings under the custody and control of the U.S. Postal Service will also be given priority consideration.

(f) In establishing new offices and other facilities agencies should comply with the requirements of the Rural Development Act of 1972, 86 Stat. 674.

(g) Agencies requiring space in an urban area must comply with Executive Order 12072, August 16, 1978, 3 CFR 213.

(h) Each agency shall determine the appropriate delineated area for its space and facilities and certify that its location decision is in compliance with the requirements of all laws and Executive Orders governing the location of space including the Rural Development Act of 1972, 86 stat. 674, and Executive Order 12072, August 16, 1978, 3 CFR 213. In making these location decisions agencies shall give consideration to the requirements of the Competition in Contracting Act of 1984 (CICA), 41 U.S.C. 252-260. See also Section 101-17.4701 (the GSA-USDA Memorandum of Understanding), and Section 101-17.4702 (the GSA-USPS Memorandum of Agreement.)

(i) The GSA move policy is implemented to identify the situations that cause a move in GSA space; the costs associated with these moves; and the responsibility for paying for the various costs of a move. See Section 101-17.206.

(1) GSA will fund standard alterations and agencies will reimburse GSA for the cost of above-standard requirements. See Section 101-17.206.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(2) For telecommunications relocations caused by physical relocation of organizations occupying space controlled by GSA, the organization causing the relocation will reimburse the organization being relocated for an amount up to, but not exceeding the value of like telecommunications service. "Like telecommunications service" is defined as the value or amount, as determined by a GSA telecommunications technical service contractor (TTSC), equal to the cost of providing an equivalent level of service at the new location. In cases where the cost of installing a new system is less than the cost of relocating the existing system, the reimbursement will be for the lesser amount. Use of the TTSC contractor is not mandatory if an estimated value can otherwise be agreed upon in writing by the agencies involved.

Funding responsibilities for telecommunications relocations will include the cost of the TTSC contractor. See matrix at the end of Section 101-17.206 which outlines all funding responsibilities.

This telecommunications policy will be effective October 1, 1991. However, for those agencies being relocated as a result of a GSA directed move occurring between the date of the issuance of this regulation and October 1, 1991, GSA will pay for the telecommunications relocation costs in those instances where the agency can demonstrate that its budget requests for telecommunications relocations, pursuant to the telecommunications policy issued on February 25, 1988, were denied.

(j) Agencies will be assigned space by GSA based on a detailed analysis of workspace and support space requirements. The purpose will be to achieve the optimum use of space for each assignment at the minimum cost to the Government. The best opportunity for space efficiency occurs with new assignments. Therefore, GSA will employ professional methods and techniques of space analysis, planning, and programming in developing space requirements. Utilization rates will be held to the minimum square footage per person for the particular activity. Any utilization rate goal(s) established for new space assignments will apply to all actions involving more than eight personnel. New assignments for eight or fewer personnel will be housed as efficiently as possible. GSA will implement policies and procedures to ensure that assignment of workstation and support space is consistent throughout its regional offices. (See Section 101-17.20, The space assignment process - agency development of need and GSA determination of requirements.)

(k) Officials of GSA client agencies shall be familiar with the policies governing the acquisition, use, assignment, and management of GSA space. These officials shall cooperate with and support GSA in implementing and furthering these policies.

August 2, 1991

(l) Federal workspace shall be acquired and occupied in a timely and expeditious manner. GSA shall use professional planning techniques to assist agencies in preparing the Standard Form 81 (SF-81), Request for Space, and supporting documentation and shall provide technical assistance at an early stage in the requirements development process. This will ensure the acquisition and use of space that supports mission needs at a minimum cost.

(m) GSA will make full and efficient use of Government-controlled space for housing Federal agencies. Space for which there is no current foreseeable Federal need will be disposed of when practicable and prudent to do so. GSA will make every effort to maximize the productive use of an otherwise unused resource through out-granting (i.e., outlease, permit, license).

(n) Space requests for the U.S. Postal Service will be processed in accordance with the "Agreement between GSA and the U.S. Postal Service Covering Real Property Relationships."

(o) Section 3 of the Public Buildings Amendments of 1988, Public Law 100-678 (102 Stat. 4049) places certain restrictions on leasing special purpose facilities for computer and telecommunications operations; secured areas for national security or defense purposes; or permanent court space for the judiciary. These restrictions apply to any lease of such space that will exceed an average annual rental of \$1,500,000. In these cases, the GSA Administrator must make a determination in writing that leasing such space is necessary to meet requirements which cannot be met in public buildings and must submit such reasons to the appropriate congressional committees.

Section 101-17.102 Definition of terms.

(a) "Acceptance of space" means a certification from and commitment from an agency to occupy space. Based on agency acceptance GSA may commit to the use of Government funds to award a lease, make a commitment for initial alterations, and/or establish a date of occupancy. Agencies are financially responsible for losses incurred by the Government caused by any failure by the agency to fulfill a commitment to accept space.

(b) "Acquisition of workspace" means the process of obtaining workspace by purchase, lease, donation, exchange, eminent domain, construction, or by any other means permissible by law.

(c) "Agency-controlled space" means federally owned, leased, or controlled space acquired or used by Federal agencies

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

under any authority other than the Federal Property and Administrative Services Act of 1949, as amended. It also includes space for which authorities for acquisition, use, or disposal have been delegated to other agencies by GSA.

(d) "Cost-effective" means justified by an analysis which evaluates alternatives in terms of expenses incurred by the Government.

(e) "Delineated area" means the specific boundaries within which space will be obtained to satisfy an agency space requirement.

(f) "Excess holdings" means any workspace or related furnishings which are not essential to a Federal agency's existing or planned programs.

(g) "Federal agency" means any department, agency, or independent establishment in the Government, including any wholly owned corporation.

(h) "Federally owned, leased, or controlled space";

(1) "Federally owned" means space, the title to which is vested, or will become vested pursuant to existing agreement, in the United States Government.

(2) "Federally leased" means space for which the United States Government has a right of occupancy by virtue of having acquired a leasehold interest.

(3) "Federally controlled" or "Government-controlled" means work space for which the United States Government has a right of occupancy by ownership, by lease, or by any other means, such as by contract, barter, license, easement, permit, requisition, or condemnation, whether or not paid for. This does not include space owned or leased by private sector entities performing work on Government contracts.

(i) "General purpose space" means space which is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized as office, storage or special. The physical characteristics are the basis for determining the proper space category.

(j) "GSA-controlled space" means space assigned to an agency by GSA by authority of the Federal Property and Administrative Services Act of 1949, as amended, or by authority of any other statute. It includes any space for which an agency pays GSA directly.

August 2, 1991

(k) "GSA-directed move" means any relocation action which occurs as result of an emergency, a GSA initiated repair/alteration project, or GSA initiated consolidation. GSA will be responsible for paying standard alterations, replication of the current above-standard alterations, moving and like telecommunication service for the relocated agency.

(l) "Initial space layout" means the specific placement of workstations, furniture and equipment for new space assignments. These initial services are provided by GSA at no cost to agencies, upon agency request.

(m) "Inventory" means a summary, survey, or itemized list of the space, assets, or materials under the control of a Federal agency.

(n) "Joint-use space" means occupiable space, such as cafeterias, conference rooms, credit unions, snack bars, and certain wellness/physical fitness facilities and child care centers, which is available for common use by personnel of any Federal agency.

(o) "Measurement of space";

(1) "Gross square footage" means all floor area (including all openings in floor slabs) measured to the outer surfaces of exterior or enclosing walls, and includes all floors, mezzanines, halls, vestibules, stairwells, service and equipment rooms, penthouses, enclosed passages and walks, inside parking, finished usable space with sloping ceilings (such as attic space) having 5 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

(2) "Net usable space" means the area to be leased for occupancy by personnel and/or equipment. It is determined as follows:

(i) If space is on a single tenancy floor, compute the inside gross area by measuring between the inside finish of the permanent exterior building walls from the face of the convectors (pipes or other wall-hung fixtures) if the convector occupies at least 50 percent of the length of exterior walls.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(ii) If the space is on a multiple tenancy floor, measure from the exterior building walls, as in (i) above, to the room side finish of fixed corridor and shaft walls and/or the center of tenant-separating partitions.

(iii) In all measurements, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including their enclosing walls.

- (A) Toilets and lounges
- (B) Stairwells
- (C) Elevators and escalator shafts
- (D) Building equipment and service areas
- (E) Entrance and elevator lobbies
- (F) Stacks and shafts
- (G) Corridors in place or required by local codes and ordinances.

(3) "Occupiable area" means that portion of the gross area which is available for use by an occupant's personnel or furnishings, as well as space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area includes that space available for an occupant's personnel and furnishings which is used to provide circulation, whether or not defined by ceiling high partitions. Occupiable area does not include that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector occupies at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of the partitions.

(p) "Non-Federal organizations" means organizations such as credit unions, concessions operated by the blind and handicapped, and organizations under the direct sponsorship of a Federal agency such as grantees and contractors.

August 2, 1991

(q) "Office support area" means all secondary/shared workstations, extraordinary circulation space, and those specific and discrete areas constructed as office space and used to meet mission needs outside the agency's requirements for housing personnel. This includes space for mission needs such as reception/waiting areas; hearing, meeting, and interview areas; file areas; central storage areas; processing areas; and library and reference areas. Such space is most cost-effectively collocated with normal office space. Illustrations are contained in section 101-17.6.

(r) "Office support area allowance" is the percentage of office space, over and above the primary office area requirement, allocated for office support functions.

(s) "Personnel" means the peak number of persons to be housed during a single 8-hour shift, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, and contractual employees and budgeted vacancies. Employees of other agencies and organizations who are housed in the space assignment are also included in the personnel total.

(t) "Primary office area" is the personnel-occupied area in which an activity's normal operational functions are performed. See Section 101-17.102(q) above for "office support area" definition.

(u) "Primary office area utilization rate" is an indicator of the efficiency with which the primary office area is used. It is calculated by dividing the total occupied primary office area square footage by the total number of people in that area.

(v) "Request for space" or "space request" means a written document upon which an agency provides GSA with the information necessary to assign space. A request for space shall be submitted on Standard Form 81 and Standard Form 81-A, and the Space Requirements Questionnaire. (See Section 101-17.4901-81 and Section 101-17.4901-81A, Standard forms.) The request shall, at a minimum, contain descriptions of the amount of space, personnel to be housed, geographic area, time period required and funding availability.

(w) "Rural area" means any area that (a) is within a city or town if the city or town has a population of less than 10,000 or (b) is not within the outer boundaries of a city or town if the city or town has a population of 50,000 or more and if the adjacent urbanized and urbanizing areas have a population density of more than 100 per square mile.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(x) "Secondary/shared workstations" are nondedicated workstations used more than 50 percent of the time by two or more persons occupying a space assignment during an 8-hour shift. They function in support of the occupant agency's mission and are distinct from the primary personnel-occupied workstations.

(y) "Space" means space in buildings, and land incidental to the use thereof, which is under the custody and control of a Federal agency.

(z) "Space Allocation Standard" means an agreement between GSA and an agency, written in terms which permit nationwide application, used as a basis for establishing that agency's space requirements. These standards identify the specific amount of space an agency will be allocated, and establish exceptions to general guidelines for GSA and agency responsibility in initial tenant funding.

(aa) "Space assigned by GSA" means space in buildings, and land incidental to its use, which is under the custody and control of GSA; space made available by the U.S. Postal Service; or space for which a permit for use has been issued to GSA by another agency.

(bb) "Space assignment" means an administrative action by GSA which authorizes the occupancy and use of space by a Federal agency or other eligible entity.

(cc) "Space inspection" means a reconnaissance-type evaluation of the manner in which assignments are being utilized to determine whether a utilization survey is warranted.

(dd) "Space planning" means the process of using recognized professional techniques of space programming, planning, layout and interior design to determine the best location and the most efficient configuration for agency facilities.

(ee) "Space requirements program" means the statement of an agency's space needs as expressed on Standard Form 81-A, Space Requirements Worksheet, Space Requirements Questionnaire and additional supporting documentation such as adjacency diagrams, and summarized on Standard Form 81, Request for Space. (See Section 101-17.4901-81 and 101-71.4901-81A, Standard Forms.)

(ff) "Space typical" means examples of workspace and support space allocations based on functional analysis.

(gg) "Space utilization survey" means the process of employing recognized professional techniques to determine how efficiently an agency is utilizing its workspace, and to verify that space is being used in accordance with this regulation.

August 2, 1991

(hh) "Special purpose space" means workspace which is or has been constructed and predominantly utilized for the special purpose of an agency and is not generally suitable for the use of other agencies. This includes, but is not limited to, schools, hospitals, mints, embassies, and consulates.

(ii) "Standard alterations (SA's)" are those alterations necessary to prepare an agency's space to meet a particular classification, i.e., office, storage, or special, and permit occupancy of the space. (See Section 101-17.208).

(jj) "Telecommunications" means electronic processing of information, either voice or data or both, over a wide variety of media, e.g., copper wire, microwave, fiber optics, radio frequencies, between individuals, offices within a building (e.g., local area networks), between buildings, between cities, etc.

(kk) "Unique agency space" means any general purpose space which either consists of more than 50 percent special-type space not likely to be needed by another agency, or space of any type located in an area where it would be impractical to house another agency. (See Section 101-17.302(d).)

(ll) "Urban area" means any Metropolitan Area (MA) as defined by the Office of Management Budget (OMB) and any non-MA that meets one of the following criteria:

(1) A geographical area within the jurisdiction of any incorporated city, town, borough, village, or other unit of general local government, except county or parish, having a population of 10,000 or more inhabitants.

(2) That portion of the geographical area within the jurisdiction of any county, town, township, or similar governmental entity which contains no incorporated unit of general local government, but has a population density equal to or exceeding 1,500 inhabitants per square mile; or

(3) That portion of any geographical area having a population density equal to or exceeding 1,500 inhabitants per square mile and situated adjacent to the boundary of any incorporated unit of general local government which has a population of 10,000 or more inhabitants. (Reference: The Intergovernmental Cooperation Act of 1968, 40 U.S.C. 535.)

(mm) "Workspace" means federally controlled space in buildings and structures (permanent, semipermanent, or temporary) which provides an acceptable environment for the performance of agency mission requirements by employees or by other persons

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

occupying it. It is further classified as "office space", "storage space", or "special space". (Also, see Section 101-17.601, Space classifications and standard alterations).

(1) "Office space" means space which provides an environment suitable in its present state for an office operation.

(2) "Storage space" means space generally consisting of concrete, woodblock, or unfinished floors; bare block or brick interior walls; unfinished ceilings; and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking structures and other unfinished building areas.

(3) "Special space" means space which has unique architectural/construction features, requires the installation of special equipment or requires varying sums to construct, maintain and/or operate as compared to office and storage space.

(nn) "Workstation" means a location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. Secondary or shared workstations are part of office support area.

SUBPART 101-17.2 ASSIGNMENT OF SPACE

Section 101-17.200 Scope of subpart.

(a) This subpart describes the process for the determination of requirements and the assignment of space to GSA client agencies. The space assignment process described in this section is designed to expedite space delivery and ensure that quality workspace is delivered to client agencies in a timely manner. Section 101-17.201(g) below states that GSA will assist agencies early in the space delivery process by providing technical assistance in the development of space requirements. This will ensure that technical information is accurate and complete and that unnecessary delays are minimized.

(b) A method for calculating utilization rates is established in Section 101-17.201(h) below. The method focuses on the portion of the office assignment occupied by the personnel working in the space. This is called the Primary office area and is the part of the office space that has the best potential for utilization improvement. The Primary area in most GSA space is similar in use and configuration and its size is dictated by very similar factors. This is because most activities occupying GSA space perform similar administrative and managerial tasks. Therefore, greater consistency and uniformity can be attained in assigning this space.

August 2, 1991

The 125 square feet represents the amount of space occupied by employees housed in GSA office space--clerical, administrative, paraprofessional, professional, managerial, and executive--using either conventional furniture or furniture systems. The revised UR method develops a review threshold for assignments exceeding 125 square feet per person in the primary area. Assignments exceeding this threshold may be subject to further evaluation. When a request comes in at or below the threshold, GSA will expedite the request.

New assignments with fewer than eight employees are to be made at the most efficient utilization rate consistent with this regulation and sound principles of space planning and layout.

(c) Section 101-17.201(h) and (i) require that space needs in Primary office area be based on the number of personnel to be housed and that personnel also be used for calculating UR. The use of personnel provides a visible and readily verifiable indicator of space needs. This method is more accurate and reliable than methods using workstations. Space for secondary or shared workstations is provided in the Support area. In addition to secondary/shared workstations, the Support area consists of reception areas, conference rooms, storage areas, processing areas, libraries, file areas, and extraordinary circulation (see Section 101-17.600 for descriptions of Support areas). Support area needs are based on GSA client agency use of such space and the 22 percent reflects the inventory-wide average for GSA space. Support space does not include space classified as storage or special in Appendix A of this regulation.

Support area requirements have the greatest variation among agencies since these requirements are primarily mission driven. Support space needs will be developed using professional methods and techniques. Twenty-two percent is the threshold beyond which further evaluation may be required.

(d) The division of office space into Primary and Support areas is a useful way for agencies and GSA to analyze office space requirements. It provides agencies with a way to check their own estimates and also provides the flexibility to recognize agency mission differences in the requirements development process.

(e) Section 101-17.201(m) describes the use of Space Allocation Standards (SAS) to formally recognize agency space needs. Requests for space where there is an approved SAS that establishes standards different from those contained in this regulation shall refer to the approved SAS as supporting documentation. All SAS' in effect on or after January 1, 1987, will remain in effect.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.201 The space assignment process - agency development of need and GSA determination of requirements.

(a) This section describes the process for determining and documenting an agency's space needs and identifying the technical requirements and specifications that describe this need. These requirements are included in the Solicitation for Offers (SFO) and/or Request for Proposals for the lease and/or construction/alteration contract to ensure that all offerors are responding to the same need and to place the Government in the best possible competitive position.

(b) Requirements development is a joint GSA-agency responsibility. The agency is knowledgeable of its mission and program needs. GSA has the professional and technical knowledge and abilities to translate these needs into technical real estate requirements and deliver space that supports the agency's ability to execute its mission. It is the agency's responsibility to ensure that GSA has the information necessary to develop requirements in a timely manner. It is GSA's responsibility to provide the technical expertise necessary for timely requirements development.

(c) The space assignment process is designed to shorten and simplify space delivery; to promote a positive working relationship between GSA and client agencies, based on early joint planning; and deliver the optimum amount of space at the minimum cost to the Government. In this process, GSA assumes an early active role in the development of client agency requirements, and provides assistance in the preparation of the Request for Space (SF-81). The goal is to minimize and reduce the need for changes to requirements once the acquisition or alteration process has begun. This is accomplished by ensuring that requirements; are developed accurately, using professional space planning standards and techniques; reflect the true needs of the client agency; and are agreed to by GSA and the client agency early in the process.

(d) GSA has the responsibility to assign and reassign space in an efficient manner using professional space management techniques. In making its space assignments, each GSA regional office will consider the prudent and judicious use of Government funds and resources and will base its decision on local market conditions, available vacant space, restrictions imposed by furniture and equipment, professional space management principles, and agency mission needs. Whenever possible, GSA will satisfy new space requests through the reassignment of vacant available space in the inventory. GSA will advise agencies when the space requested has been determined to be unique agency space.

August 2, 1991

(e) Agencies requiring space shall contact the appropriate GSA regional office. Within 2 weeks of the initial contact, GSA will formally acknowledge the initial contact via letter, and will identify a GSA point of contact.

(f) Agencies will be asked to assemble preliminary information and to notify the GSA contact when the information is available.

(g) GSA and the agency will jointly develop space requirements through the completion of the Space Requirements Worksheet (SF-81A), a Space Requirements Questionnaire and a Request for Space (SF-81). (See Section 101-17.4901 and Section 101-17.4901-81A, Standard Forms). In the requirement development process, GSA will place major emphasis on planning and programming to assure that the final space request accurately reflects the needs of the agency.

(h) In developing space requirements, the analysis will center on the two components of general purpose office space: the primary (or personnel-occupied) area, and the office support area. The requirements development process will define the functions of the space to be designed; identify special agency requirements; review existing conditions; analyze spatial relationships and adjacency requirements; and, through application of the accumulated data, formulate the optimum solution for meeting the total space need. Emphasis will be placed on agency documentation of support area requirements including secondary/shared workstations. The resultant office space will reflect the optimum square footage required for the activity involved at the least possible cost to the Government.

(i) Since the primary personnel-occupied areas in most GSA-controlled offices are similar in use and configuration, uniformity and consistency of space assignments within these areas should be readily attainable. Therefore, in assessing utilization rates for its space assignments, GSA will focus on the square footage per person within the primary office area.

(j) The space allowance for the support area will be developed on the basis of professional standards and practices, and normally should not exceed 22 percent of the primary office requirement. (The specific amount of support space will be established during the analysis and planning process.) Support space requirements exceeding the 22 percent allowance will be subject to further analysis, and, possibly, higher level review within the GSA regional office. The support area will be

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

comprised of the areas described in Section 101-17.600, and will include secondary (or shared) workstation areas. Space requests within 125 square feet per person for primary office space plus 22 percent for support space will be subject to minimal review.

(k) Utilization targets for new space assignments will not apply to actions involving eight and fewer personnel. New assignments for eight and fewer personnel will be housed as efficiently as possible. The purpose of the exemption is to recognize that smaller assignments are sometimes more difficult to lay out efficiently. Therefore, they are not required to meet the same standard as large assignments. However, every effort shall be made to achieve the most efficient utilization rate possible in these assignments.

(l) Use of Standard Forms 81 and 81A, the forms identified in Section 101-17.201(g) above, is mandatory for all space requests to GSA. The Space Requirements Questionnaire must also be used, except in those cases where GSA determines that the size and complexity of the requirement does not demand the level of detail the form provides. Agencies may prepare the forms themselves (i.e., without GSA assistance) if they desire. Those so submitted will still be analyzed by GSA to verify requirements. Agencies are encouraged to obtain GSA assistance in preparation of the GSA Space Requirements Questionnaire.

(m) To assure uniform action on the part of GSA regional offices, GSA will use the data developed in the requirements development process to establish workstation typicals, support space typicals, test-case precedents, and Space Allocation Standards. These will all be used in developing subsequent space requirements in conjunction with the agencies or in reviewing requirements prepared by the agencies. Agencies interested in developing a space allocation standard should contact GSA's Office of Real Property Development (PQ), Washington, DC 20405. All standards negotiated since January 1, 1987, will remain in effect.

NOTE: Normal horizontal circulation is included in the space typicals developed by GSA. If, in GSA's judgment, there is an extraordinary circulation requirement (e.g., for safety, code, or security purposes) which exceeds the normal allowance, the excess amount will be regarded as support space.

(n) Upon completing assembly of all preliminary documentation including the SF-81A, the Space Requirements Questionnaire and all support data, the client agency and GSA shall complete the SF-81. This is a summary document that incorporates and

August 2, 1991

summarizes all information gathered. In signing the SF-81 the client agency certifies: the need for the space requested; that funds are available to pay for the space and alterations; that the delineated area was designated in accordance with appropriate laws and executive orders and meets agency mission needs; and that an agency representative (by name) is available to accompany GSA on the market survey.

(o) Even though the SF-81 formally identifies an agency's space requirement, the space process starts when an agency informs GSA it has a need for space. The purpose of the new requirements development process is to facilitate the delivery of space. It is GSA's aim that both formal and informal processes be completed as quickly as possible and both the requirements development and acquisition phases will be monitored for timeliness throughout the effort. GSA and the agency will jointly develop a space delivery schedule for each project.

(p) When appropriate, GSA will request agencies to submit GSA Form 144, Net Space Requirements for Future Federal Building Construction (see Section 101-17.4902-144).

(q) Agencies will be financially responsible for losses incurred by the Government as a result of any failure on their part to fulfill a commitment to accept space. Agencies are also financially responsible for any additional costs resulting from changes to space requirements made by the agency after a lease or alteration contract has been awarded.

Section 101-17.202 Exception to submitting requests for space.

Section 101-17.202-1 General exceptions.

Standard Form 81 need not be filed by Federal agencies when the space desired or to be acquired is:

(a) General purpose office space of 2,500 square feet or less falling within the geographical area where leasing authority has been delegated to the agency (see Section 101-18.1 et. seq.).

(b) Special purpose space (see Section 101-17.102(hh) and Section 101-18.104) of 2,500 square feet or less irrespective of geographical location.

(c) Space acquired by the U.S. Postal Service.

(d) Space for short-term conference and meetings (see Section 101-17.203).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

NOTE: Agencies are reminded of the need to maximize the use of vacant available Government-controlled space to meet their space requirements.

Section 101-17.202-2 Delegation of authority.

(a) Upon written request from an agency head, the Administrator may delegate authority to acquire space by lease when, in GSA's opinion, the delegation is in the best interests of the Government. GSA will specify the terms and conditions of any delegation in writing at the time the delegation is made. See Section 101-18.104.

NOTE: Agencies having a need for parking shall utilize available Government-owned or leased facilities. Agencies shall make inquiries regarding availability of Government-controlled space to GSA regional offices and document such inquiries. If no suitable Government-controlled facilities are available, an agency may use its own procurement authority to acquire parking by service contract. This determination can be made at the regional level and does not require the authorization of the Administrator of General Services.

(b) Agencies acting under delegations shall make every reasonable effort to utilize existing Government-controlled facilities before acquiring new space. Agencies shall make inquiries to GSA regional offices regarding the availability of Government-controlled space, and the agencies shall document their lease files if such space is not available. This documentation may be submitted on an SF-81 and shall include the date of contact and the name and position of the GSA individual contacted.

(c) Agencies acting under delegation from GSA are required to comply with all relevant sections of this part 101-17, other pertinent portions of Subchapter D - Public Buildings and Space, and the General Services Administration Acquisition Regulations.

Section 101-17.202-3 Action when existing space is not available.

(a) If no suitable federally controlled space is available, GSA will advise the requesting agency by returning a signed copy of the Standard Form 81, showing the action to be taken.

(b) When the agency has acquisition authority or has been delegated such authority by GSA, it may proceed to acquire the requested space consistent with existing laws and regulations. The signed copy of the Standard Form 81, if required, shall be attached to the leasing or related instrument made available to the General Accounting Office (GAO).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(c) At the agency's option, GSA may take necessary action to acquire space for agencies having acquisition authority when the latter so requests.

Section 101-17.203 Space for short-term use.

Agencies having a need for facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations) shall utilize available Government-owned or -leased facilities. Agencies shall make inquiries regarding availability of Government-controlled space to GSA regional offices and document such inquiries as outlined in Section 101-17.202-2(b). If no suitable Government-controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 180 days. Extensions beyond 180 days must be approved by GSA.

Section 101-17.204 Space requirements for ADP, office automation and telecommunications equipment.

Agencies requiring space for the installation of specialized equipment shall provide information as described in Section 101-17.602. This information should be forwarded to GSA in sufficient time in advance of equipment delivery so that space can be provided in a timely and efficient manner. This information shall be incorporated into the delivery schedule developed in connection with the preparation of the Standard Form 81. (See Section 101-17.200(n).)

Section 101-17.205 Location of space.

(a) Each Federal agency is responsible for identifying the geographic service area; and for determining the delineated area within which it wishes to locate specific activities, consistent with its mission and program requirements, and in accordance with all applicable statutes, regulations and policies, including those identified in Section 101-17.101(e)-(h). Specifically, under the Rural Development Act of 1972, as amended, agencies are required to give first priority to the location of new offices and other facilities in rural areas. The agency shall submit to GSA a supportive statement explaining the basis for the delineated area.

(b) For purposes of determining the requested delineated area for prospectus level space projects, client agencies must consider the impact of the following economic factors in those instances where their mission does not dictate a specific geographic area.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(1) The availability of local labor pools. Potential sources for this data are labor unions, city planning or economic development agencies, local chambers of commerce, and the Bureau of Labor Statistics.

(2) Pay differential for Federal employees in high cost versus low cost areas. This information may be obtained from the Office of Personnel Management (OPM), or the agency personnel office.

(3) Real estate costs, including analysis of the cost of space in metropolitan (urban) as well as non-metropolitan (rural) areas. Client agencies will contact the GSA Central Office to request rental rates for areas under consideration. The regional Real Estate Divisions of GSA will develop the appropriate information when requested by the GSA Central Office. The use of GSA real estate rental rates for agency economic evaluations will ensure consistency with the rates used in GSA prospectuses.

(4) The value of local incentives offered by communities to attract Federal activities. This information should be obtained on a jurisdictional, rather than a site-specific basis. Only local incentives offered by Governmental bodies are to be considered.

(5) Agency relocation costs for personnel and equipment. GSA will provide typical moving costs for work stations and common office equipment to assist client agencies in developing this information. OPM may be consulted by client agencies to obtain information related to relocation of personnel.

NOTE: The client agency will be required to provide GSA a summary of its analysis under paragraph (b). The summary should be of sufficient depth to enable GSA to clearly understand the agency's mission needs and the data developed for each economic factor, including the source for the data. It should identify locations considered, state the level of importance of each factor and the impact of each factor upon the conclusions drawn by the agency in reaching its location decision. If required by GSA, the client agency shall provide more detailed documentation of its evaluation for OMB and Members of Congress.

(c) GSA shall survey agencies' mission, housing, and location requirements in a community and include these considerations in community-based policies and plans. These plans shall provide for the location of federally-owned and

August 2, 1991

leased facilities, and other interests in real property including purchases, at locations which represent the best overall value to the Government consistent with agency requirements.

(d) Whenever practicable and cost-effective, GSA will consolidate elements of the same agency or multiple agencies in order to achieve the economic and programmatic benefits of consolidation.

(e) GSA will consult with local officials and other appropriate Government officials and consider their recommendations for, and review of, general areas of possible space or site acquisition. GSA will advise local officials of the availability of data on GSA plans and programs, and will agree upon the exchange of planning information with local officials.

(f) In satisfying agency requirements in an urban area, GSA will review agency requested delineated areas to ensure that the areas are within the centralized community business areas (CBAs) and adjacent areas of similar character, including other specific areas which may be recommended by local officials in accordance with Executive Order 12072. When developing the requested delineated area, the client agency shall comply with the requirements of Executive Order 12072 which requires that first consideration be given to CBAs and other designated areas. If the delineated area requested is outside the CBA, in whole or part, the client agencies must provide GSA with adequate justification to support the delineated area. GSA will consult with local officials to identify CBAs. Each GSA regional office will provide, upon agency request, a description of the identified CBA for the community in which the agency requires space.

(g) GSA is responsible for reviewing an agency's delineated area to confirm that, where appropriate, there is maximum use of existing Government-controlled space and that established boundaries provide competition when acquiring leased space.

(h) The presence of the Federal Government in the National Capital Region (NCR) is such that the distribution of Federal installations will continue to be a major influence in the extent and character of development. These policies shall be applied in the GSA National Capital Region on the most cost-effective basis, in conjunction with regional policies established by the National Capital Planning Commission and consistent with the general purposes of the National Capital Planning Act of 1959 (66 Stat. 781), as amended. These policies shall guide the development of strategic plans for the housing of Federal agencies within the National Capital Region.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(i) Consistent with the policies cited in paragraphs (a), (c), (d) and (e) above, the use of buildings of historic architectural, or cultural significance within the meaning of Section 105 of the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2505) will be considered as alternative sources for meeting Federal space needs.

Section 101-17.206 Move policy.

The situations which cause an agency to move and the responsibility for the relocation costs are indicated below. GSA is responsible for determining the most beneficial alternative course of action in each situation. (See Section 101-17.101(i)(2) for a discussion of the telecommunications policy for GSA moves.)

(a) Lease expiration. GSA will determine if it is cost-effective to the Government to seek alternative leased space. Generally, this process will begin 18-24 months prior to lease expiration (or earlier for prospectus level projects) so that agencies have time to budget for expenses associated with above-standard alterations and telecommunications. When suitable federally owned or leased space is available to replace an expiring leased location, such space will be utilized in lieu of seeking alternate replacement leased space and the "lease expiration" funding responsibilities outlined in the matrix under Roman numeral "I" below will apply.

(b) Agency expansion. New requirements may generate the need for additional space. This can be provided at the existing location as contiguous expansion space, at a new location by separating the existing assignment from the new requirement, or by relocating the existing assignment and collocating with the expansion requirement at a new location. Acquisition of expansion space shall be scheduled to coincide with lease expiration to the maximum extent practicable. Responsibility for the costs of providing expansion space is as follows:

(1) GSA will pay for standard alterations in the expansion space (see Section 101-17.208).

(2) The expanding agency will pay for all of its telecommunications and above-standard requirements.

(3) When an expanding agency has a justifiable need for contiguous expansion space and has to displace a neighboring agency, the expanding agency shall pay for its own moving costs, the displaced agency's moving cost and replication of the current above-standard alterations and "like telecommunications service".

August 2, 1991

(c) Consolidation. It is Federal Government and GSA policy to continually review the opportunities for consolidating several locations into one location. GSA shall prepare an economic analysis that demonstrates the cost effectiveness of consolidation. To the maximum extent practicable, agency consolidation shall be planned to coincide with lease expiration in order to keep costs to a minimum and reduce adverse impacts on agencies. When an agency consolidation is GSA-directed, GSA will pay for standard alterations, above-standard alterations, moving costs and like telecommunications service.

Consolidations include both single and multiple agency relocations to a single facility. They may involve the backfill of vacant federally owned or leased space, or the construction or acquisition of new federally owned or leased space to house one or more agencies. Where agencies moving to such consolidated facilities are relocating from an expiring leased location, the "Lease Expiration" funding responsibilities outlined in the matrix under Roman numeral "I" below apply. Where a relocation is not related to a lease expiration, GSA will apply the appropriate funding responsibilities as outlined in the matrix, under Roman numeral III.

(d) Emergency relocation. An emergency relocation results from an extraordinary event such as a fire, natural disaster, or immediate threat to the health and safety of occupants of the space which renders the current space unusable and requires that it be vacated. In these cases, it is necessary to act swiftly and expeditiously to react to the emergency. This may require obtaining approvals and funding authorizations from OMB and Congress. It is best to have a central coordinator for such a task and GSA is suited for this role. GSA will be responsible for paying standard alterations, existing above-standard alterations, moving costs and like telecommunications service for emergency relocations. In cases where a significant Rent increase results from an emergency relocation, the agency will be relieved of the new Rent until the beginning of the fiscal year immediately following the first full fiscal year after the relocation occurred.

(e) Repair and alteration relocations. When an agency is displaced by construction activities in its assigned space resulting from a GSA repair and alteration project, GSA will be responsible for funding standard alterations, replication of existing above-standard alterations, moving costs and like telecommunications service.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

A summary of relocation situations and identification of the responsible party (GSA or agency) is as follows:

	<u>MOVE SITUATIONS</u>	<u>STANDARD ALTERATIONS</u>	<u>EXISTING ABOVE STD. STANDARD</u>	<u>MOVING COSTS</u>	<u>TELECOM- MUNICATIONS*</u>
I.	Lease Expiration -	GSA	Agency	GSA	Agency
II.	Agency Expansion -				
	1. Avail Contiguous	GSA	Agency	GSA	Agency
	2. Unavail Contiguous	GSA	Agency	GSA	Agency
	3. Split Assignment	GSA	Agency	GSA	Agency
	4. Displaced an agency				
	A. Expanding Agency	GSA	ExpAgc	ExpAgc	ExpAgc
	B. Displaced Agency	GSA	ExpAgc	ExpAgc	ExpAgc
III.	Consolidations				
	Agency Initiated	GSA	Agency	GSA	Agency
	GSA Initiated	GSA	GSA	GSA	GSA
IV.	Emergency -	GSA	GSA	GSA	GSA
V.	Repair/Alterations -	GSA	GSA	GSA	GSA

*Effective October 1, 1991.

NOTE: Agencies shall be responsible for funding all above-standard alterations and telecommunications not currently provided in their existing location.

(f) Preparation of agency budget estimates. GSA will give agencies sufficient advance notice of lease expiration (18-24 months) to allow them time to budget for the costs of potential moves. GSA will provide technical support to assist agencies in the techniques of preparing budget estimates.

Section 101-17.207 Applications of socioeconomic considerations.

When actions are proposed to accomplish the reassignment or utilization of space through the relocation of an existing major work force, the impact on employees with low and moderate incomes and minority employees shall be considered. Under these circumstances, the requesting agency shall consult the Department of Housing and Urban Development in accordance with the Memorandum of Understanding between the Department of Housing and Urban Development and the General Services Administration. (See Section 101-19.4800 for text).

Section 101-17.208 Standard alterations.

(a) Standard Alterations (SA's) are those alterations necessary to prepare an agency's space to meet a particular classification, i.e., office, storage, or special space, and

August 2, 1991

permit occupancy of the space. Consistent with its responsibility to provide commercially comparable space, GSA will fund the cost of SA's. The alterations necessary to provide space at the classification requested by an agency are indicated in Appendix A of this part. Also shown are examples of items that are above-standard for the classification.

(b) There are situations when an agency's requirements exceed the standard level for a particular classification of space. In such cases, the requesting agency shall submit a GSA Form 2957, Reimbursable Work Authorization (RWA), to GSA to pay for the cost of the above-standard items including the cost of necessary design work. GSA will provide technical assistance to agencies in developing these costs. GSA cannot obligate funds for the acquisition or alteration of space without the RWA.

(c) In situations where GSA alteration funds are unavailable within the timeframe requested by the agency, and the work is funded reimbursably and results in a higher cost space classification, the Rent rate per square foot will not be increased until the beginning of the fiscal year immediately following the first full fiscal year after the start of the alterations project. This will permit the requesting agency to budget for the increased Rent rate. The project start date is defined as the date the alteration request is received by GSA from the agency. If the alterations result in a lower cost space classification, the reduced Rent rate per square foot will be effective upon completion of the alterations.

Section 101-17.209 Wellness/physical fitness facilities.

Appendix B of this part sets forth the standard alterations provided by GSA for wellness/physical fitness facilities, and establishes criteria for the establishment of such facilities in GSA-controlled space.

Section 101-17.210 Child care centers.

Pursuant to 40 U.S.C. 490b, Federal agencies are authorized to allot space in Federal buildings to individuals or entities who will provide child care services to Federal employees. Federal agencies in GSA-controlled space are responsible for determining their respective child care needs and then requesting the appropriate space from GSA. Upon receipt of such a request, along with the results of a needs assessment survey indicating sufficient employee interest, GSA will provide the standard alterations for the child care center. (See Appendix C of this part).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.211 Centralized services in Federal buildings.

See 41 CFR 101-5, regarding the establishment of centralized services in multi-occupant Federal buildings.

Section 101-17.212 Reviews and appeals of space assignments.

101-17.212-1 Formal review.

A request for a formal review of a space assignment or space acquisition action shall initially be submitted to the appropriate GSA regional office by the agency official authorized to sign the Standard Form 81, Request for Space. A request for a formal review shall be in writing and shall include all pertinent information and supporting documentation. The GSA Real Estate Division will verify the data, perform additional investigations, as necessary, and issue a decision.

101-17.212-2 Initial appeal.

(a) Within 15 calendar days after receiving the decision, the regional agency head or his/her designee may submit an appeal of the decision to the appropriate GSA Regional Administrator. In the appeal, the agency official shall state, in writing, the basis for the request for formal review.

(b) Within 15 calendar days, the GSA Regional Administrator will notify the agency of his/her decision. In cases requiring more detailed analysis than can be accomplished in 15 days, the Regional Administrator will notify the agency and establish a date on which his/her decision will be rendered.

101-17.212-3 Final appeal.

Within 15 calendar days after the agency has been notified of the Regional Administrator's decision, a final appeal may be filed by the agency head with the Administrator of General Services. The Administrator will render GSA's final decision within 30 calendar days of receipt of the appeal whenever possible; if additional time is required, the Administrator shall notify the agency of the date a decision will be made.

SUBPART 101-17.3 UTILIZATION OF SPACE

Section 101-17.300 Responsibility of GSA.

(a) GSA shall conduct space inspections and space utilization surveys to promote and ensure efficient utilization, recapturing for release or reassignment any space the agencies do

August 2, 1991

not justify as being required. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which are planned by the agency, and those which are planned by GSA.

(b) GSA will maximize the use of vacant space in its inventory. All new requests for space will be carefully screened against vacant available space. GSA, in consultation with the requesting agency, will determine whether the request will be satisfied through the reassignment of suitable vacant space before action is taken to acquire new space.

(c) GSA will be responsible for promptly correcting an agency's assignment records, and for providing the agency a timely record reflecting that the change has been made.

Section 101-17.301 Responsibility of agencies.

Agencies shall cooperate with GSA in the assignment and utilization of space. Agencies shall:

(a) Furnish information regarding the use of assigned space;

(b) Furnish data on personnel consistent with budget submissions to the Office of Management and Budget (OMB) with the existing appropriations;

(c) Continually study and survey space occupied to ensure efficient and economical utilization of space consistent with the minimum amount required to perform the agency mission; and

(d) Promptly report to GSA any space which is excess to their needs for assignment to other agencies.

Section 101-17.302 Procedures for agency-initiated relinquishment of space.

(a) An agency occupying GSA-controlled space shall notify the appropriate GSA regional office as soon as possible, but at least 120 calendar days before vacating, whenever space is no longer needed. Notification shall be in writing, giving a description of the space, a floor plan, and the estimated date of release.

(b) When a portion of space is relinquished, that space shall be consolidated and made accessible and readily assignable or marketable. Expenses required to alter the space to these

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

conditions shall be borne by the agency. Agencies should contact the GSA regional office to determine alteration requirements prior to initiating such alterations under their own authority.

(c) The agency shall be responsible for space charges until the date of release specified in the notification, or until the date space is actually vacated, whichever occurs later. When an agency has not made timely notification to GSA, that agency shall be responsible for space charges for a period of 120 calendar days following the date of notification or until the space has been reassigned, or terminated, whichever occurs first.

(d) When the space relinquished is "unique agency space," the agency shall also be responsible for space charges for a period of 120 days following notification. Further, beyond 120 days the agency shall be responsible for actual expenses incurred by GSA until:

(1) The space is assigned or otherwise disposed of by GSA, or

(2) The expiration of the term specified on the most recent Standard Form 81 applicable to the area in question.

(e) Agencies who commit to occupy space but never occupy that space are responsible for space charges for 120 days from the day they notify GSA that the space is not required. If the space is unique agency space, the provisions of Section 101-17.302(d) shall apply.

(f) When an agency is responsible for the operation, maintenance, and protection of Government-owned space assigned by GSA, and the agency determines that this space is no longer needed, the agency shall notify GSA at least 6 months before relinquishing the space. The operation, maintenance, and protection of the space shall continue to be the responsibility of the agency until the beginning of the next fiscal quarter following the end of the 6-month period.

SUBPART 101-17.4 SPACE PROGRAMMING, LAYOUT, AND DESIGN SERVICES.

Section 101-17.400 Initial layout services.

(a) GSA recognizes that professional space programming and layout are necessary preconditions to achieving optimum space usage at a minimum cost to the Government and for the successful accomplishment of standard alterations and modifications to existing space.

August 2, 1991

(b) GSA will provide space programming and/or layout services for an initial space assignment; for expansion of an existing assignment; or for a GSA directed move at no cost to the agency. All requests shall be made to the appropriate GSA regional office.

(c) Agencies may also request other services in conjunction with initial layouts, such as master planning, macro-level programming, and interior design. GSA will consult with the agency to determine the scope of assistance required. Such services will be provided on a reimbursable basis. Agencies must certify the availability of funding before performance of services.

Section 101-17.401 Other services.

Agencies may request space programming, layout and interior design services for space actions other than initial layouts, such as reconfigurations of existing assignment, alterations, reductions, consolidations, requested relocations, and as-built drawings. Such services will be provided on a reimbursable basis. Agencies must certify the availability of funding before performance of services.

Section 101-17.402 Provision of services.

(a) No Federal agency occupying GSA-controlled space shall contract for these services without first consulting GSA. GSA may provide requested services through use of in-house professional staff or contracted professional space planning firms. In order to meet contractual commitments, avoid duplicated services and/or ensure cost-effectiveness, GSA may require agencies to use GSA space planning contracts.

(b) In the event that GSA is unable to provide requested services, either in-house or by contract, agencies may request a project waiver from the provisions of Section 101-17.402(a) above to procure such services on their own authority. The request should be made to the GSA regional Public Buildings Service and should document the unavailability of GSA-provided services, the basic scope of service required, and the name, location, and size of the project. If the request is approved by the regional office, the agency shall consult with GSA on contract scope, tasks, and deliverables.

(c) Regardless of the method used to provide these services, work performed on an agency's behalf in GSA-controlled space will be reviewed and approved by GSA to ensure that no

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

adverse impacts on mechanical or utility systems, structural integrity, fire and safety requirements, or assignment management considerations would result.

(d) Requests for services which apply across GSA regional boundaries, such as development of nationwide bureau-level Space Allocation Standards, shall be made to the GSA Central Office, Office of Real Property Development (PQ), Washington, DC 20405.

(e) GSA will provide services on a reimbursable basis and on request for agency-controlled space as resources permit; however, priority must be given to requests from agencies occupying GSA-controlled space.

SUBPART 101-17.5 ANNUAL CENSUS.

GSA will conduct an annual census to determine space efficiency. A computer printout will be distributed for each agency assignment by the GSA regional office. Verification of the data requires an agency representative to provide the peak number of personnel to be housed during the fiscal year. This printout is to be returned to the appropriate GSA regional office within 30 days of receipt.

SUBPART 101-17.6 ILLUSTRATIONS.

Section 101-17.600 Illustrations of office support space.

The following list describes the types of space included in the support area component of general purpose office space:

<u>Support Area</u>	<u>Description</u>
Reception/waiting area	Identifiable (i.e., individually distinct) area of the office used for walk-in patron/clientele traffic and/or specific waiting area associated with conference room.
Hearing/meeting/interview areas	Identifiable area(s)/room(s) established specifically for one or more of the listed purposes.

August 2, 1991

<u>Support Area</u>	<u>Description</u>
File areas	Centralized files of material primarily from outside the operational unit (e.g., job applications, mortgage applications, etc.); official personnel files maintained by a central personnel office; active files of cases under adjudication that must be maintained in compliance with legal requirements or mission demands. All such files must be housed in a distinct area separated from other files.
Central storage areas	Separate areas used for central storage of supplies (may be physically secured with restricted access). Limited to one such space per operational unit site.
Processing area	Space dedicated to a machine or process, including copier rooms, mail rooms, microfiche areas, computer terminal areas, dry labs.
Library/reference area	Areas dedicated to functions normally associated with libraries; library/reference areas required by statutes, regulation, or mission. Libraries with no special features.
Secondary/shared workspace	Nondedicated workstations used more than 50 percent of the time by two or more persons occupying a space assignment during an 8-hour shift. It functions in support of the occupant agency's mission and is housed outside primary personnel-occupied office area.
Extraordinary circulation space	Horizontal circulation space which GSA determines must be provided to meet such needs as safety, security, and code requirements, and which exceeds the normal circulation included in GSA's space typicals.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.601 Space classifications and standard alterations.

Appendix A outlines the various classifications of general purpose office and related space and their associated standard alterations. Also shown are examples of items that are above-standard for the classification.

Section 101-17.602 Space for data processing, office automation, and telecommunications equipment.

This section contains the information required on space requests for these specialized functions.

(a) Agencies requiring space for the installation of such equipment must provide the following information in addition to the requirements of Section 101-17.203:

(1) Type of equipment (including make, model number, manufacturer, and number of units of each);

(2) Space and environmental requirements, including:

(i) Floor weight (lbs.);

(ii) Machine dimensions (width, depth, and height in inches);

(iii) Service clearance (front, rear, right and left sides);

(iv) Power in voltage and kv.-a, (starting loads and operating loads);

(v) Heat dissipation in B.T.U./hr. and air flow (c.f.m.); and

(vi) Need for raised floor, acoustic ceiling, and air-conditioning.

(3) Related requirements, such as storage space for supplies, tapes, and disks; workspace, including desk and aisle space; and future expansion needs;

(4) Agency responsibility for funding; and

(5) Required occupancy date.

August 2, 1991

(b) The above information should be provided as separate supplemental data to Standard Form 81, Request for Space, and forwarded to the GSA regional office. The space requirements indicated on Standard Form 81 must include the space requirements for all components of Automated Data Processing, Office Automation and Telecommunications Equipment. The supplier should be consulted prior to establishing space needs in order to ascertain any specific or peculiar space requirements of the equipment involved.

(c) It is essential that this information regarding the requirement for such space be transmitted to GSA as far as possible in advance of delivery of equipment (preferably 18 months or more) so that space can be provided in a timely and economical manner.

SUBPARTS 101-17.7 thru 101-17.46 [Reserved]

SUBPART 101-17.47 EXHIBITS

Section 101-17.4700 Scope of subpart.

This Subpart 101-17.47 illustrates information referred to in the text of Part 101-17 but not suitable for inclusion elsewhere in that part.

Section 101-17.4701 Memorandum of Understanding between the U.S. Department of Agriculture and the General Services Administration concerning the location of Federal facilities.

Memorandum of Understanding between the U.S. Department of Agriculture and the General Services Administration concerning the location of Federal facilities.

Purpose. The purpose of this Memorandum of Understanding is to provide an effective arrangement whereby the Department of Agriculture and the General Services Administration will cooperate to implement the National Urban Policy. This memorandum requires that in urban communities, offices and facilities of the Department will be located in central business areas wherever such location is consistent with program requirements.

1. The President's March 27, 1978, message on urban policy included a directive to the General Services Administration to retain Federal facilities in urban areas and to put new ones there.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

2. On August 16, 1978, the President signed Executive Order 12072, "Federal Space Management," which requires the location of Federal facilities in such a manner as to strengthen the Nation's cities, and mandates that in urban areas first consideration be given to locating Federal facilities in the central business area or adjacent areas of similar character.

3. The Secretary of Agriculture recognizes the significant role the Department can play and the need to assist the Administrator of General Services in carrying out the requirements of Executive Order 12072.

4. The Rural Development Act of 1972, as amended, requires that consideration be given to locating Federal facilities in rural areas, and Executive Order 12072 on Federal Space Management is consistent with the requirements of the Rural Development Act in that it concerns the location of agencies subsequent to considering the requirements of the Act.

5. It is the policy of the Department of Agriculture to house within the same building (collocate) the county level offices of the Agricultural Stabilization and Conservation Service, Cooperative Extension Service, Federal Crop Insurance Corporation, Farmers Home Administration, and Soil Conservation Service, as well as local offices of other Agriculture agencies delivering services at that level. The General Services Administration supports this policy.

6. The Department of Agriculture and the General Services Administration agree that:

a. The program and mission requirements of the agencies of the Department permit most of their offices and facilities above the county level to function suitably in the central business area of the urban areas where they are located. This includes all regional and State offices, certain research facilities, and all agencies whose operations are not affected in the delivery of services by location.

b. First consideration will be given to housing county level field offices in federally controlled space in the central business area of urban areas and incorporated rural communities. However, in cases where federally controlled space is available it must be economically adaptable to meet Agriculture needs in a timely manner (including the total needs for collocated facilities). Otherwise, the primary locational consideration shall be the program requirements of the agencies and accessibility for their clientele. In such instances, the outskirts of the cities and towns are more appropriate for these activities. Additionally, central business district locations are often not

August 2, 1991

suitable for Forest Service District Ranger offices and other offices with special program needs for specific locations, such as plant, grain, animal, meat inspectors, and certain research facilities, or cooperative functions with State and local governments.

7. Therefore, this agreement will govern the acquisition of space by the General Services Administration for the Department of Agriculture, and the Department using its own or delegated leasing authority.

When a variance from this agreement is requested by either agency it shall be the responsibility of the requesting agency to present a compelling and fully substantiated case.

8. The terms "urban area" and "central business area" are used in accordance with the definitions in the Federal Property Management Regulations.

9. This agreement and guidelines shall remain in effect until canceled by one or both parties on 90 days notice.

10. The parties to this Memorandum of Understanding agree to meet and review this agreement for effectiveness after the conclusion of 1 year.

Jim Williams.
Acting Secretary of Agriculture

Dated: October 25, 1979.

R. G. Freeman III.
Administrator of General Services.

Dated: December 29, 1979.

**Guidelines in Support of Memorandum of Understanding Between
the U.S. Department of Agriculture and the General Services
Administration Concerning the Location of Federal Facilities**

The Memorandum of Understanding will permit the Department to support GSA in implementing Executive Order 12072, particularly the requirement to locate Federal facilities in the central business area of communities, while at the same time recognizing the location requirements of certain special facilities and the county level field service offices. This will assist the Department in its collocation policy for country level offices and other local offices of Agriculture agencies delivering service at that level. The objectives of this policy are to:

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Provide better service to clients through one stop access and improved office coverage;

Increase public participation in conservation and stabilization through increased, exposure to the full range of available programs;

Disseminate information to more prospective users by directing the clients of one agency to the services of another;

Improve the cooperation of Federal, State, and county program administration;

Achieve administrative economies;

Enable closer coordination of Agriculture county level programs at the delivery point;

To achieve these goals, the support of GSA is required by treating these offices as a single unit leasing actions when requested by the Department.

Because of the differences in the ways in which the involved agencies are required by statute to procure and manage space, accommodations in leasing arrangements and charges are necessary to permit maximum collocation. For example, space of Cooperative Extension Service (CES) is provided or funded by the county government. In cases where CES cannot locate in Federal space, and the Department does not have delegated leasing authority, GSA should, consistent with the Federal Procurement Regulations and the Federal Property Management Regulations, lease space from or through the county in order to permit collocation.

For similar cases in which Agriculture county offices are working through cooperative efforts with State and county counterparts (e.g. Conservation Districts, State Forestry Offices, County Planning Boards, Representative Committees), and the Department does not have delegated leasing authority, GSA should, consistent with the Federal Procurement Regulations and the Federal Property Management Regulations, acquire space to permit the Agriculture offices to be located with these State and local groups.

Agriculture county level office programs are largely service oriented and depend on voluntary public participation for their effectiveness in achieving key national objectives of resource conservation, economic stabilization, and rural development. It is necessary that GSA recognize that location, provision, maintenance, and accessibility of county office facilities have a direct and significant impact on achieving this mission and must be administered accordingly.

August 2, 1991

Consistent with the Rural Development Act of 1972, as amended, the new Executive Order on Federal Space Management will not be used as a basis for moving Agriculture offices from rural to urban communities.

All Agriculture regional offices, State offices, and certain research facilities, and all agencies whose operations are not affected by location will be located in the central business area of the community in which they are located whenever such location is consistent with program requirements. Exceptions will be considered only on a case-by-case basis where application of this policy represents clearly demonstratable and quantifiable inhibitions to the delivery of program services.

First consideration will be given to housing county level field offices in federally controlled space in the central business district of the community. Exceptions, in addition to lack of sufficient economically adaptable space, must be based on clearly demonstrable inadequacies, such as inadequate parking for clientele, prohibition of trucks and other commercial vehicles on the streets leading to the building, location of the building in a community outside the area being served, failure to meet the handicapped requirements, unsafe or unhealthful working conditions.

Section 101-17.4702 Memorandum of agreement between the General Services Administration and the U. S. Postal Service for implementing the President's urban policy.

Agreement between the General Services Administration and the U. S. Postal Service for Implementing the President's Urban Policy.

GSA--USPS Urban Policy Memorandum of Agreement

Whereas the United States Postal Service, hereafter called USPS, and the General Services Administration, hereafter called GSA, share common goals and common needs in carrying out their missions and in implementing the President's urban policy by locating facilities in Central Business Areas (CBA) of Urban Areas (UA), and,

Whereas for the purpose of this agreement a UA means any Standard Metropolitan Statistical Area (SMSA) as defined by the Department of Commerce. An area which is not an SMSA is classified as an urban area if it is one of the following:

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(1) a geographical area within the jurisdiction of any incorporated city, town, borough, village or other unit of general local government, except county or parish, having a population of 10,000 or more inhabitants; (2) that portion of the geographical area within the jurisdiction of any county, town, township, or similar governmental entity which contains no incorporated unit of general local government but has a population density equal to or exceeding 1,500 inhabitants per square mile; and (3) that portion of any geographical area having a population density equal to or exceeding 1,500 inhabitants per square mile, situated adjacent to the boundary of any incorporated unit of general local government which has a population of 10,000 or more inhabitants; and CBA means those areas within a central city in an SMSA or those areas within any non-SMSA urban area which encompass the community's principal business and commercial activities, and the immediate fringes thereof, as geographically defined in consultation with local officials. A central city means any city whose name appears in the title of an SMSA, and,

Whereas GSA and USPS believe that the public welfare can be better served by increased cooperation between the two agencies, and,

Whereas the existing agreement does not cover all areas of agreement and cooperation necessary to promote those goals and needs which are desirable between the two agencies.

Now therefore, USPS and GSA agree to the following principles:

I. In order to better attain the goals of Executive Order 12072, Federal Space Management, and the President's Urban Policy, USPS and GSA agree to take steps to improve coordination of planning activities for new facilities in urban areas, including the following:

A. In planning to construct a facility in a community, USPS and GSA will give preference to locating such facilities in the CBA unless the program requirements of the activities to be housed dictate that the facility be located elsewhere in the urban area.

B. As early as possible in the planning of a project to be satisfied by new construction in a CBA, the planning agency shall notify the other agency of the proposed project. If both USPS and GSA agree that a joint project is economically beneficial, then a determination will immediately be made as to which agency will be responsible for the planning; the basis for this

August 2, 1991

determination will be occupancy in excess of 55 percent of the proposed space, i.e., unless USPS will occupy over 55 percent of the net Rental area, GSA will be the owner agency. Regardless of which agency is the owner agency, the tenant agency will guarantee occupancy of the space planned for that agency for a minimum period of 10 years, unless another period of time is mutually agreed upon by both agencies.

(1) General Services Administration.

(a) Projects requiring congressional approval.

(NOTE: Prospectus levels discussed in this section have been changed by the Public Buildings Amendments of 1988. See Public Law 100-678, 40 U.S.C. 606.) Lease construction projects having an annual net Rent of \$1,500,000 or more or Federal construction and repair and alteration projects having a total project cost of \$1,500,000 or more require approval of a prospectus or a Report of Building Project Survey by the Public Works Committees of the Congress.

When such a project is in the preparation stage, GSA's regional office will notify the appropriate USPS regional office that it is contemplating a project in the CBA. If USPS has a long-range space requirement that could be satisfied in the CBA, it will advise GSA's regional office so that space may be included in planning the proposed project. When GSA's Central Office submits the prospectus for the proposed project to the Office of Management and Budget for approval and subsequently to the Public Works committees of the Congress for authorization, copies of the prospectus will be furnished to the USPS Headquarters office and the appropriate USPS regional office. At any time during the planning and approval process that USPS determines it does not have a requirement for space, the USPS Headquarters office will advise the GSA Central Office of this requirement change. Prior to commencing with the design of the building, the GSA regional office will obtain the final space requirements from the USPS regional office along with a firm commitment to occupy the space for a minimum period of 10 years, or any other time that is mutually agreed upon between the two agencies.

(b) Projects not requiring congressional approval.

When GSA plans a project not requiring congressional approval and to be located in the CBA, GSA's regional office will notify the appropriate USPS regional office. If USPS has a long-range space need that could be satisfied in the CBA, it will advise GSA's regional office so that space may be included in the proposed project. Prior to GSA soliciting offers requesting firm proposals to lease the required space, the GSA regional office

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

will obtain the final space requirements from the USPS regional office along with a firm commitment to occupy the space for a minimum period of 10 years or as may be mutually agreed upon between the appropriate regional offices of the USPS and GSA.

(2) United States Postal Service.

(a) Within 7 days after approval of the USPS 5 year budget plan, the Postal Service will provide GSA with a list of approved projects. If GSA wishes to participate in any of the planned projects. GSA will advise USPS of its interest in participation within 90 days after notification by USPS, give an estimate of the amount and type of space required, and will commence necessary studies to develop firm space needs.

When GSA indicates an interest in participation, the USPS responsibility for planning activities shall then coordinate space planning activities with the appropriate GSA region so that an adequately sized site is acquired for the facility. Prior to commencement of design of the building, GSA shall furnish final space requirements to the USPS and a firm commitment to occupy the space for a minimum period of 10 years or any other term that may be mutually agreed upon by both agencies.

(b) During the USPS planning phase of the project, the contact point for GSA within the Postal Service will be the Director, Real Estate and Buildings Department, for the USPS region responsible for the planning.

After approval and authorization of funding by the USPS for the project, the USPS point of contact shall remain the same, unless the project has been determined to be a major USPS facility. In such cases, the GSA Commissioner, Public Buildings Service, will be notified that the new point of contact will be the Assistant Postmaster General, Real Estate and Buildings.

C. Both agencies recognize that decisions to occupy space are based on an expected period of occupancy. Delays in the planning, approval, funding and start of design phases of a project could alter these decisions. It is therefore agreed that both parties will provide an expected date that space will be available at the time of initial project notifications. Project delays occurring at any time from initial notification through start of design will be reported to the tenant agency and may be cause for cancellation of any commitment to occupy space.

D. When USPS or GSA has control over a site in the UA which is needed by the other agency for a project, the agencies agree to make such sites available to each other to the maximum extent practicable and possible under laws and regulations governing

August 2, 1991

each agency, i.e., one agency acquiring a site by transfer from the other through the land bank or GSA obtaining an assignable option from USPS for a lease construction project.

II. When GSA or USPS seeks leased space, available space in both agencies' inventories shall be considered before any advertisement for privately owned space. If the available space is not acceptable to the acquiring agency then the acquiring agency shall advise the holding agency and allow the holding agency sufficient time to accommodate the acquiring agency's objection, provided the mission need of the tenant agency will not be adversely affected by the delay. If the space would be suitable with alterations which would normally be the responsibility of the owner agency, but the owner agency does not have funds to make those alterations, then the tenant agency may fund the alterations. In such cases, the Rent charged the tenant shall be based upon the condition of the space prior to the alterations and the space will not be subject to preemption by the owner agency for a period of 10 years or such other time to which the two agencies shall agree. In any case, the period shall not be less than 3 years.

In the case of Renting, the acquiring agency shall guarantee to the holding agency continued occupancy of a period sufficient to amortize construction costs whenever extensive repairs and remodeling are required. Repairs and alterations shall be made in accordance with existing agreements.

III. It is recognized that both agencies have a vested interest in conserving energy; therefore, to ensure that both agency benefit from the experience and technology of the other, it is agreed that each agency will furnish to the other reports, studies, research, and development data in the field of energy conservation once this information is accepted by the contracting agency. Additionally, internal policies and procedures relating to energy conservation shall be exchanged as they are issued.

IV. Both agencies recognize the national interest in preserving historic buildings, each having several hundred designated historic properties in its inventory. In order to conserve our Nation's cultural heritage, it is agreed that, as early as possible, in the planning process each agency will notify the other as to its need to vacate an historic building so that the other may give proper consideration to acquiring and utilizing such property.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

V. It is recognized by both agencies that improved communications between USPS and GSA will benefit not only both agencies, but also all Federal agencies, local jurisdictions, and the general welfare. Many of the misunderstandings result from problems and situations which are not covered in the present agreement between the two agencies (dated August 1974).

Therefore, it is agreed that the existing agreement shall be amended and approved by both agencies no later than June 30, 1979. It is also agreed that the Commissioner of the Public Buildings Service of GSA and the Assistant Postmaster General, Real Estate and Buildings Department of the United States Postal Service, shall meet annually in September to review the continuing working relationship of the agencies. Such meetings will commence in September 1979.

It is also agreed that the terms of the agreement between GSA and USPS shall be equally binding on both agencies, internal regulations of either agency notwithstanding. In order to maintain continuity and coordination with respect to this agreement, there will be a single point of contact within each agency for all matters pertaining to the relationship between GSA and USPS. That contact shall, in turn, be responsible for coordinating within his respective agency. At GSA, the point of contact will be the Assistant Commissioner for Real Property Development, Public Buildings Service. At USPS, the point of contact shall be the Director, Office of Real Estate. The point of contact for exchange of project requirements, as specified by sections I and II of this agreement, at the regional level are as follows: The GSA contact shall be the Director, Real Estate Division, Public Buildings Service and USPS contact shall be the General Manager, Real Estate Division.

VI. Upon signing this memorandum of cooperation agreement, GSA and USPS shall issue appropriate instructions to the field implementing this agreement. The agreement will become effective 90 days after it is signed to allow each agency time to issue the proper implementing instruction.

Jay Solomon
Administrator

Dated: March 21, 1979.

William F. Bolger,
Postmaster General.

Dated: March 23, 1979.

August 2, 1991

SUBPART 101-17.48 GSA REGIONAL OFFICES

Section 101-17.4800 Scope of subpart.

This subpart identifies the regional offices of GSA, describes the geographical areas of jurisdiction, and lists the office address.

GSA Region	Area Served	Mailing Address
2	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey Bergen, Passaic, Morris, Essex, Hudson, Union, Middlesex and Monmouth) New York, Rhode Island, Vermont, Puerto Rico, U.S. Virgin Islands	General Services Administration 26 Federal Plaza New York, NY 10278
3	Delaware, Maryland (except NCR area), Pennsylvania, Virginia (except NCR area), West Virginia, all other counties of New Jersey	General Services Administration Ninth and Market Streets Philadelphia, PA 19107
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	General Services Administration 401 West Peachtree Street Atlanta, GA 30365-2550
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	General Services Administration 230 South Dearborn Street Chicago, IL 60604
6	Iowa, Kansas, Missouri, Nebraska	General Services Administration 1500 East Bannister Road Kansas City, MO 64131
7	Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, Wyoming	General Services Administration 819 Taylor Street Fort Worth, TX 76102
9	Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington; Guam, Trust Territory of the Pacific Islands, American Samoa	General Services Administration 525 Market Street San Francisco, CA 94105

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

GSA Region	Area Served	Mailing Address
NCR	Washington, DC and nearby metropolitan area of Maryland and Virginia	General Services Administration 7th and D Streets, SW Washington, DC 20407

SUBPART 101-17.49 FORMS

Section 101-17.4900 Scope of subpart.

This subpart contains information on forms that pertain to the assignment and utilization of space and instructions in their use.

Section 101-17.4901 Standard forms.

(a) Forms referenced to this Section 101-17.4901 are Government standard forms. The subsection numbers in this section correspond with the standard form numbers.

(b) Supplies of standard forms can be obtained from the nearest GSA supply distribution facility.

Section 101-17.4902 GSA forms.

(a) Forms referenced to this Section 101-17.4902 are GSA forms. The subsection numbers in this section correspond to the GSA form number.

(b) Agencies may obtain their initial supply of GSA forms from GSA National Forms and Publications Center, Box 17550, 819 Taylor Street, Fort Worth, TX 76102-0550. Agency field offices should submit all future requirements to their Washington headquarters office which will forward consolidated annual requirements to the General Services Administration (CAR), Washington, DC 20405.

August 2, 1991

Section 101-17.4901--81 Request for Space

REQUEST FOR SPACE (See instructions on reverse)		1. DATE	2. AGENCY REQUEST NUMBER	3. LOCAL AGENCY CONTACT (Name)	PHONE NO.	4. AGENCY MARKET SURVEY REPRESENTATIVE (Name)	PHONE NO.
5. TO: GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE		6. FROM: AGENCY NO, STREET CITY & STATE ZIP CODE			7. FOR: AGENCY ADDRESS ZIP CODE BUREAU CODE		
8. TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUING REQUIREMENTS <input type="checkbox"/> EXPANSION <input type="checkbox"/> REDUCTION		9a. GEOGRAPHIC SERVICE AREA			9b. DELINEATED AREA		
10. TERM OF OCCUPANCY FROM (mo. & yr.) TO (mo. & yr.)		11. TOTAL NO. OF PERSONNEL TO BE HOUSED			12. SPACE REQUIREMENTS		
OFFICE	TYPE OF SPACE	NO. OF PERSONNEL	SO. FT. PER PERSON	SO. FT.	TOTALS	13. SPECIAL REQUIREMENTS AND SERVICES (See attached)	
	a. PRIMARY OFFICE AREA					<input type="checkbox"/> ATTACHMENT(S)	
	b. OFFICE SUPPORT AREA					14. AGENCY CERTIFICATION I certify that this request is accurate and complete; is for the minimum amount of space required; is in compliance with FPMR 101-17, including all laws and executive orders governing the location of space; and that funds are available for payment of rent, moving expenses, telecommunication expenses, and any related reimbursable costs.	
	c. OFFICE SPACE SUBTOTAL					SIGNATURE _____ PHONE NO. _____ DATE _____	
STORAGE	d. ST 1 GENERAL STORAGE					PRINT NAME AND TITLE _____	
	e. ST 3 WAREHOUSE STORAGE					15. FOR GSA USE ONLY (Action by Authorized GSA Official)	
	f. STORAGE SUBTOTAL (Lines d, e)					GOV'T CONTROLLED SPACE TO BE ASSIGNED _____	
SPECIAL	g. SP 1 LABORATORY & CLINIC					NO GOV'T SPACE AVAILABLE LEASING ACTION PLANNED _____	
	h. SP 2 FOOD SERVICE AREA					UNIQUE AGENCY SPACE DETERMINED - SEE ATTACHED _____	
	i. SP 3 STRUCTURALLY CHANGED					AGENCY AUTHORIZED TO ACQUIRE SPACE UNDER ITS OWN AUTHORITY _____	
	j. SP 4 AUTOMATED DATA PROCESSING					COMMENTS ATTACHED _____	
	k. SP 5 CONFERENCE & TRAINING					SIGNATURE OF AUTHORIZED GSA OFFICIAL _____ PRINT NAME AND TITLE _____	
	l. SP 6 LIGHT INDUSTRIAL					SPACE REQUEST NO. _____ DATE RECEIVED _____	
	m. SP 7 QUARTERS/RESIDENTIAL HOUSING					NAME OF GSA REGIONAL CONTACT _____ PHONE NO. _____	
	n. SPECIAL SUBTOTAL (Lines g-k)						
o. TOTAL SPACE REQUIRED (Lines a, d, & i)							
p. OPEN LAND (Total acres)							
q. ST 2 INSIDE PARKING (No. of spaces)							
r. OUTSIDE PARKING (No. of spaces)							
s. TOTAL PARKING SPACES (Lines q, r)							

NSN 7540-00-834-4030
Previous edition not usable.

81-107

STANDARD FORM 81 (REV. 2-80)
Prescribed by GSA - FPMR (41 CFR) 101-17

INSTRUCTIONS**Submitting the SF-81**

Submit the SF-81 in triplicate, accompanied by a completed SF-81A, Space Requirements Worksheet, Space Requirements Questionnaire and any additional documentation to fully support the agency's space needs. Failure to provide complete and accurate information will delay processing and may result in return of the SF-81 for correction, update, and resubmission.

The SF-81 must be submitted by the Office which has authority to obligate funds to reimburse GSA for all applicable costs associated with the delivery of space. Agency field components which do not have delegated authority to obligate funds must coordinate submission and approval of the SF-81 with offices which have this authority. A GSA Form 2957, Reimbursable Work Authorization, should be submitted when applicable.

Item 1. Date form is prepared.

Item 2. Agency established request number.

Item 3. Name and phone number of the local agency official who is knowledgeable of the request and will serve as the agency's point of contact for this project.

Item 4. Name and phone number of agency representative who will work with GSA if a market survey is conducted. This individual must have the authority to determine acceptability of the building and/or sites and their location.

Item 5. GSA regional office which has jurisdiction for geographical area where space is required.

Item 6. Name and address of organization making the request.

Item 7. Name of agency, and bureau code of the organization which will occupy the space (e.g. regional office, district office, field office) if different than information provided in block 6. City and state where the space is requested.

Item 8. Type of request. Initial: A request for new space that is not associated with an existing assignment. Expansion: A request for additional space associated with an existing assignment. Continuing requirements: A space action required for a lease renewal, succeeding lease, lease extension or move. Reduction: A space action that requires regional Real Estate Division effort to effect the partial or total termination of an assignment.

Items 9a. and b. Geographic/Delineated area that the agency will service. The geographic area (State, city, county, zip code, etc.) for which an agency/bureau has operational responsibility as well as the specific delineated area as identified and justified by the requesting agency. GSA review of the delineated area shall be limited to ensuring that the delineated area will provide adequate competition and the maximum use of existing Government controlled space (see Item 14 Agency Certification).

Item 10. Period of time the organization will use the space and the suggested number of years for a firm term period. This time period must be representative of the longest period for which the agency can commit. "Indefinite" and "ASAP" are not acceptable responses.

Item 11. Total number of personnel to occupy the requested space. ("Personnel" means the peak number of persons to be housed, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, contractual employees and budgeted vacancies.)

Item 12. This portion of the SF-81 is used to identify agency's square footage requirements by type of space. All information should be supported by a detailed explanation on the Space Requirements Questionnaire and SF-81A.

Item 12, line a. This line identifies the Office Space Subtotal. The Office Space Subtotal is determined by entering the amount of space required for the primary office area and adding this to the amount required for the office support area. "Primary Office Area" is the primary people occupied area in which an activity's normal operational functions are performed.

"Office Support Area" refers to the areas constructed as office space and used to meet needs outside the agency's primary work area requirements (e.g. reception, conference, file, libraries, hearing, interview, and secondary work areas). Office support areas should be clearly identified on the attached SF-81A and Space Requirements Questionnaire.

Item 12, lines b, c. Amount of general and warehouse storage space required. (See Item 12, line o for ST 2 inside parking).

Item 12, line d. Total amount of storage space required (add lines b and c).

Item 12, lines e-k. Amount of special space required.

Item 12, line l. Total amount of special space required (add lines e through k).

Item 12, line m. Total amount of Office, Storage and Special space required. (add lines a, d, and l).

Item 12, line n. Total acres needed. For amounts less than 1 acre, 1 acre equals 43,560 square feet.

Item 12, line o, p. Agency's inside and outside parking requirement. Certification that the parking is necessary for the efficient operation of the agency mission is required. One parking space equals 300 square feet. Please indicate the number of spaces.

Item 12, line q. Total parking spaces required. (Add lines o and p).

Item 13. This item refers to the specific architectural, mechanical, electrical, structural, and other special requirements related to each of the types of space requested in Item 12. These include security; electrical; HVAC; floor loading; sound conditioning; fire and safety; and the need for after hours building access, utilities, and cleaning services. Such requirements must be fully defined by area, including computer rooms, laboratories, conference rooms, etc. These requirements must be specified in detail on the Space Requirements Questionnaire and SF-81A. Check box in Item 13 to indicate if this information is attached.

Agency Certification

Item 14. The certification must be signed by an authorized agency official.

Item 15. GSA will evaluate the request in terms of the space available in its inventory and determine the appropriate action. If GSA determines that space requested is unique agency space, GSA will take no action until the agency has concurred with that designation. GSA will assign a space request number which will be used to track the request until it is satisfied.

Name and phone number of the GSA regional official who is knowledgeable of the request and will serve as GSA's point of contact.

STANDARD FORM 81 BACK REV. 7-88

NSN 7540-01-140-5537

(a) Page 1 of Standard Form 81A

SECTION 1		INSTRUCTIONS, STANDARDS AND SYMBOLS	
DESKS		Standard Desk 60x30	
		Typist Desk 60x34 w/Left or Right Typing Bed	
		Unitized Desk 60x30 w/Left or Right L-unit Return 36x18	
		Conference Desk 72x36	
STORAGE UNITS		File, Letter 15x28	(7)
		File, Legal 18x28	(8)
		Lateral File 36x18	(9)
		Bookcase 34x14	(6)
TABLES		Table, Conference 72x36	
		Standard Table 60x34	
		Table, Medium 45x34	
		Table, Small 36x24	
		Modular Table Unit 66x18	
		Table, Round 54"	
		Table, Round 42"	
		Table, Round 36"	
DIVAN		Divan or Sofa 72x40	
		Guest Chair Lounge Chair	
MISCELLANEOUS		Storage Cabinet 2-Door 36x18	(12)
		Steel Shelving 36x18	(10)
		Library Shelving 36x15	
		Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool	
		Map Cabinet 54x42	
		Costumer 12-Hanger 51x20	(14)
		Costumer 6-Hanger 30x20	(8)
	Credenza 66x18		
SPACE TYPE SYMBOLS: O Open Area P Private Area SP Semi-Private Area ENCLOSURE TYPE SYMBOLS: CH Ceiling-High Partition PS Privacy Screen O Open			

SECTION 2 PROGRAMMING INSTRUCTIONS

- (1) Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.
- (2) The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.
 - Workstations are indicated by employee name, functional title and grade for each *authorized and budgeted position*. If the authorized position is vacant, so indicate. Square feet required are determined by layout design on SF-81A, Part 2.
 - Common Function spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determined by layout design on SF-81A, Part 2.
 - Administrative Support spaces are either *centralized files* or *miscellaneous equipment* (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in () in Section 1 above.
- (3) Develop the space requirements program in the following manner:
 - Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.
 - Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.
 - Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.
 - Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.
- (4) Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.
- (5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

☆ GPO : 1983 O - 420-698 (12)

STANDARD FORM 81-A PART 2 (10-83)

FPMR Temp. Reg. D-76
Attachment A

NET SPACE REQUIREMENTS FOR FUTURE FEDERAL BUILDING CONSTRUCTION

GSA FORM 144 (2-85)

August 2, 1991

INSTRUCTIONS

This report is to provide information as a basis for the design of the Federal building specified on the face of this form.

Additional copies of the form, or attachments on plain paper with appropriate headings, should be used if necessary to furnish complete information. If space is not desired in the proposed building, enter a statement to that effect at the bottom of Part II of this form.

PART I

A and B: NET SPACE NOW OCCUPIED. Enter complete information for each kind of occupancy. Use a separate column for each building. Enter the building name in the space provided, and give the aggregate of each kind of space occupied in the building. The dimensions for computing net space are taken from the inside faces of exterior walls to faces of corridor walls, and from center to center of cross partitions for the faces of partitions separating net assignable areas from other areas).

PART II

NET SPACE REQUIREMENTS. The entries here should indicate the net space requirements based on staffing permitted by current appropriations or authorizations. Space allowances for additional staffing based on future programs will be allowed by GSA only if such programs have Bureau of the Budget approval. Space ultimately will be assigned in accordance with GSA Reg. 2-11, with due regard to the allowances set forth in section 502.00 of that Chapter. Agencies should be guided accordingly in stating estimated net space requirements. Exclude estimated space requirements for temporary or emergency expansion.

PROPOSED USE OF ROOMS: List the types of occupants such as "Executives", "Junior Executives", "Secretaries", and "Clerks" in the order of planning arrangement, or in the order of preferred arrangement if no plan has been made. If any of the following types of rooms or facilities are needed, give the additional information required for each:

- | | |
|----------------------------|--|
| Conference or meeting room | - Number of persons to be seated. |
| Counters | - Length and location. |
| File Room | - Number and type (letter, legal or special) of file cases. |
| Laboratory | - Quantity and dimensions of fixed equipment. |
| Library | - Number of volumes and readers. |
| Service platform and yard | - Number and size of vehicles and extent of shipping activities. |
| Storage and supply room | - Quantity and type of material stored and extent of activity. |
| Vaults | - Size and purpose. |

A special justification is required, explaining the need in detail, for any unusual requests for space.

Complete and accurate data must be entered in Part II; the size and cost of the contemplated building will depend upon these data.

GSA FORM 144 (BACK) (2-85)

**CLASSIFICATION
AND
STANDARD ALTERATIONS**

CLASSIFICATION

A. Office Space (Space which provides a suitable environment in its present state for an office operation, and which includes, among other features, adequate lighting, heating and ventilation, floor covering, finished walls, and accessibility.) The following represent uses of office space:

- (1) General purpose office space,
- (2) Private corridors,
- (3) Meeting rooms (without special equipment and additional heating, ventilation, and air-conditioning (HVAC)),
- (4) Training rooms (without special equipment and HVAC),
- (5) Libraries (without extensive built-in stacks and special floor loading),
- (6) Dry laboratories,
- (7) Storage in office space,
- (8) Credit unions (without fixed equipment),
- (9) Lounges (other than toilet areas),
- (10) Reception areas,
- (11) Hearing rooms (without special equipment and HVAC),
- (12) Mail rooms,
- (13) Health rooms (without special equipment),
- (14) Table areas in cafeterias (without supplementary HVAC or other special features),
- (15) File areas (without increased floorload),
- (16) Wellness/physical fitness facilities (exercise and/or locker areas finished to office standards),
- (17) Child care facilities (except toilets and kitchen areas), and
- (18) Judiciary chambers and jury rooms authorized prior to fiscal year 1992.

STANDARD ALTERATIONS (SA'S)

SA's are those alterations necessary to prepare an agency's space to meet the basic requirements for the particular classification of space:

A. Office Space.

Floors - Either resilient flooring or carpeting of a grade and type specified in the Standard Solicitation for Offers (SFO) or by the most recent Federal Supply Service (FSS) standard commercial grade carpet used for schedule purchases.

Ceilings - Must be structurally sound, and be at least 8'0", and no more than 11'0" clear from finished floor to the lowest obstruction. Sound Transmission Coefficient (STC) rating of 40.

Partitions - New and/or existing ceiling high interior partitions shall be provided to a maximum of one linear foot for each 10 square feet of occupiable office type space. STC rating of 40.

Wall Treatment - Paint or vinyl wall covering as is the building standard. Vinyl will not be less than 13 oz. per square yard. Government approved wood, rubber, vinyl, or carpet base will be provided as part of the initial tenant buildout (per building standard).

Window Treatment - Building standard. Any deviation will be considered reimbursable.

HVAC - Heating, ventilation, and air-conditioning (HVAC) system capable of maintaining an acceptable operating environment. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

August 2, 1991

CLASSIFICATION**A. Office Space (CONT'D)****STANDARD ALTERATIONS (SA'S)**

Lighting - Must provide a minimum of 50-footcandles at work surface.

Electrical Outlets - Electrical outlets will be provided to a maximum of two duplex or one quadruplex electrical outlet for each 100 sq. ft., or in the case of systems furniture, 1 base feed for every 100 sq. ft. of occupiable office type space. Workstation outlets shall be wired so that no more than four workstations are on one 20 AMP circuit. Convenience outlets (outlets mounted on columns or permanent walls or in private offices, conference rooms, libraries, or file/supply rooms) shall be wired to accommodate no more than 8 receptacles to one 20 AMP circuit. Special copier or printer outlets shall be provided at the rate of 1 outlet for every 10,000 sq. ft.

Telecommunications - Conduits and ducts will be provided for tenant agency telecommunications based on a standard planning assumption of one telephone and one data instrument for every 100 square feet of occupiable office space.

Computer Local Area Network (LAN) System Cable Installation - Conduit and/or raceway to accommodate LAN cable installation on a floor or between floors shall be installed as part of the standard tenant buildout. All LAN cable must be purchased by the tenant agency and furnished to a lessor or a contractor for installation (lessor or contractor will specify amount of cable required based on Government layout). Installation instructions and diagrams must be provided by the tenant agency or its computer vendor to the lessor or contractor along with the approved space (design intent) layout. Cable installation shall be done by the lessor/contractor with the assistance and/or advice of the tenant agency's personnel or computer vendor. The computer vendor must be hired and funded by the tenant agency.

Appendix A

CLASSIFICATION

A. Office Space (CONT'D)

STANDARD ALTERATIONS (SA'S)

Fire & Safety - Buildout shall conform with the criteria cited in FPMR 101-20.105.

* * * * *

Typical above-standard office space alterations, which must be justified by the agency, include the following:

- o Folding partitions and structural support work required to support them.
- o Nonstandard lighting (decorative lights, spot lights, etc.). Parabolic light fixtures shall be considered as standard lighting if they are installed as a standard feature of a building.
- o Observation windows in private offices, side light glass panels installed for decorative purposes. (Unless specified in an approved space allocation standard).
- o Dutch doors (agency to pay the difference in cost between a standard door and a dutch door).
- o Glass pass-through windows installed in standard office space.
- o Glass doors or double doors except for main (central) reception doors or doors to large supply or forms areas where shipments come in from dock areas.
- o Digital security locks, magnetic (Card Key or Kastle System) locks.
- o STC ratings greater than 40 in walls and ceilings (unless otherwise indicated in an agency SAS).

August 2, 1991

CLASSIFICATION

A. Office Space (CONT'D)

STANDARD ALTERATIONS (SA'S) (CONT'D)

- o Alarm systems; if not required by GSA risk assessment.
- o Single electrical outlets on one 20 AMP circuit, unless specified as standard alterations in an approved GSA/agency Space Allocation Standard.
- o Sound masking.
- o Interior private or semiprivate office door locks (standard private or semiprivate shall have passage set hardware) conference and supply rooms may have locks.

Provision of the above will be on a reimbursable basis.

CLASSIFICATION

B. Storage Space (All storage space will be classified under subset of general storage area, inside parking area, or warehouse.)

1. General Storage Areas (ST-1). Storage in general purpose buildings generally consisting of unfinished floors, walls, ceilings, and adequate HVAC and lighting, including:

- a. Basements,
- b. Attics,
- c. Supply rooms (not finished to office standards),
- d. Storerooms (not finished to office standards), and
- e. File rooms (not finished to office standards).

STANDARD ALTERATIONS (SA'S)

B. Storage Space

1. General Storage Areas

Floors - Sealed concrete, wood block, or other material adequate for general storage.

Ceilings - Unfinished.

Partitioning - No additional partitioning or wall finish except for required firewalls and agency separating partitions. Door openings shall be wide enough to allow the passage of hand trucks. Doors and jambs shall be installed with protective plates to prevent damage.

Heating and Ventilation - Capable of maintaining an acceptable operating environment with a temperature range between 65° and 85°. HVAC services, including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Lighting - Maintain 30 foot-candles at floor level.

Fire & Safety - Buildout shall conform to the criteria cited in FPMR 101-20.105.

Telecommunications and local area networks - Will be installed as appropriate to the functional requirements of the space.

* * * * *

Typical above-standard alterations for general storage areas include:

- o Dead bolt locks on interior room doors. The entry door can be secured with a deadbolt lock.

CLASSIFICATION

B. Storage Space (CONT'D)

STANDARD ALTERATIONS (SA'S)

B. Storage Space (CONT'D)

- o Interior security/safety partitioning. Subdivision of tenant areas by wire mesh partition is adequate when security is not a major consideration.
- o Above-standard levels of lighting (above 30-footcandles at floor level).
- o Special fire protection features for flammable materials.

CLASSIFICATION

B. Storage Space

2. Inside Parking (ST-2) - Inside parking areas include:

- a. Garage,
- b. Parking areas (including rooftops and decks), and
- c. Motor pool parking.

3. Warehouse Areas (ST-3) - Space specifically designed for materials storage and handling operations consisting of features which include, but are not limited to, concrete or wood block floors, unfinished ceiling, heavy live floor load capacity (over 200 pounds psf), high ceiling (over 14 feet), and industrial lighting. This classification may apply to entire buildings with warehouse features, including minor amounts of supporting office space.

STANDARD ALTERATIONS (SA'S)

B. STORAGE SPACE

2. Inside Parking

- Adequate identification of parking areas will be provided.

- Sprinkler protection (Fire and safety - buildout features shall conform to the criteria specified in FPMR 101-20.105.)

3. Warehouse Areas

Floors - Sealed concrete, wood block, or other material adequate for warehousing service.

Ceilings - Unfinished.

Partitioning - No additional partitioning or wall finish except required firewalls and agency separation partitions.

Heating and ventilation - Capable of maintaining an minimal operating environment. HVAC services will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Lighting - Maintain a minimum of 10-footcandles.

Toilet Facilities - On a case-by-case basis.

Electrical Service - As required, and including normal hookup to agency warehousing equipment. No telephone outlets will be provided.

Exterior Building Features - Features, such as covered loading docks, power operated doors, dock-levelers, and railroad sidings available for use will be provided when justified by agency and approved by GSA.

August 2, 1991

CLASSIFICATION

C. Storage Space (CONT'D)

3. Warehouse Areas (ST-3) (CONT'D)

STANDARD ALTERATIONS (SA'S)

3. Warehouse Areas (ST-3) (CONT'D)

* * * * *

Typical above-standard alterations for warehouse areas include:

- o Plumbing (excluding toilets)
- o Load levelers
- o Special fire protection features for flammable materials
- o Loading ramp
- o Floor drains with sediment trap and sump

CLASSIFICATION

C. Special Space - Space that necessitates the expenditure of additional or varying sums to construct, maintain, and/or operate as compared with the amount spent for office and storage space. Determination of the normal level will be made by GSA on a case-by-case basis using both industry and GSA-recognized standards. This space is further defined according to one of the following subsets:

1A. Laboratories (SP-1A) - Space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and for photographic development including:

- a. Wet laboratories,
- b. Clean laboratories, and
- c. Photographic laboratories.

STANDARD ALTERATIONS (SA'S)

C. Special Space

1. Laboratories - Alterations will be provided in accordance with the levels specified for office space. In addition, they may include the installation of special building equipment to meet the environmental requirements of the laboratory:

Floors - As required, special floors such as quarry tile, grating, etc., will be provided by GSA.

Plumbing and sewage - As required, special building equipment such as special piping and associated water treatment equipment, special sewage disposal and floor drainage systems, and water, gas, compressed air, and vacuum systems will be provided by GSA. Normal hookup will be provided to the space perimeter consistent with architectural, mechanical, electrical, and structural requirements and limitations.

Electrical distribution - All necessary electrical service, including normal hookup, will be provided consistent with architectural, mechanical, electrical, and structural requirements and limitations.

Ceiling and lighting - Where special light fixtures are required to meet the functional needs of a laboratory, they will be included as a standard alteration. Ceiling materials shall be appropriate to the function of the laboratory.

Fire and safety - All new construction shall meet current GSA standards related to fire protection and employee safety.

CLASSIFICATIONC. Special Space (CONT'D)1A. LaboratoriesSTANDARD ALTERATIONS (SA'S)

Heating, ventilation, and air-conditioning - As required, special building equipment to treat and exhaust to the atmosphere noxious or offensive gases produced by agency program equipment will be provided. In addition, fresh air suitable to meet the special requirements, up to 100 percent fresh air, temperature control ± 2 degrees within the design range, and humidity control ± 5 percent within the design range will be provided. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300. Fume hoods and/or dust or smoke filtration devices mounted in the ceiling to maintain a safe and clean environment shall also be provided.

* * * * *

Typical above-standard alterations for laboratory and clinic space:

- o Revolving dark room doors,
- o Laboratory casework is considered to be furniture and will not be provided or installed by GSA. GSA will, however, prepare floors, ceilings, and/or walls as necessary to permit the installation of casework,
- o Backup electrical generators, and
- o Security systems (GSA will provide conduit and cutouts for security systems provided that agencies can clearly identify their special needs during the space requirements development process).

August 2, 1991

FPMR Temp. Reg. D-76

CLASSIFICATION

C. Special Space

1B. Private toilets, clinics and health facilities (SP-1B). Space for the physical welfare of employees or the public including:

- a. Clinics,
- b. Health units and/or rooms (with special built-in medical equipment and/or plumbing),
- c. Private toilets and showers,
- d. Wellness/physical fitness shower rooms,
- e. Child care facility toilet, and
- f. Jury room toilets.

STANDARD ALTERATIONS (SA'S)

1B. Private toilets, clinics and health facilities (SP-1B). Alterations will be provided in accordance with the levels specified for office space. In addition, alterations include, exhaust fans, plumbing rough-ins and fixtures, ceramic tile (where appropriate) structural ceiling support for ceiling-mounted X-ray equipment, lead-lined partitions for X-ray rooms and toilet room fixtures (including towel racks, toilet tissue dispensers, etc.).

NOTE: Private toilets and showers for all judiciary functions shall be finished in accordance with the provisions of the current version of the U.S. Court Facility Standard.

Floors - May include, carpet, vinyl tile, or ceramic tile (standard for judiciary) depending on the most economical.

Walls - May include ceramic tile where appropriate.

Heating, ventilation and air-conditioning - Capable of providing an acceptable operating environment and/or to remove odors from toilet rooms. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on week-ends or holidays are reimbursable. For further information see FPMR 101-21.300.

Plumbing - As required, water, gas, waste and floor drain systems, including normal rough-in and hookup of fixtures consistent with the architectural, mechanical, electrical and structural requirements and limitations. Toilet room fixtures (towel and toilet tissue dispensers) shall be standard.

Ceilings and lighting - Ceiling materials and lighting shall be in accordance with office standards; however, fixtures should be compatible with the function and environmental (moisture levels, etc.) requirements of the space.

August 2, 1991

CLASSIFICATION

STANDARD ALTERATIONS (SA'S)

C. Special Space (CONT'D)

1B. Private toilets, clinics and health facilities (SP-1B)

* * * * *

Typical above-standard alterations for SP-1B space are as follows:

- o Clinic or health room cabinets and casework,
- o X-ray equipment,
- o Backup electrical generators, and
- o Security systems to protect pharmacies or medical supplies and equipment.

CLASSIFICATION

C. Special Space

2. Food Service Areas (SP-2) - Space in buildings devoted to the preparation and dispensing of foodstuffs including:

a. Cafeterias (kitchens, related storage and service areas),

b. Snack bars,

c. Mechanical vending areas (where plumbing is provided), and

d. Private kitchens with plumbing (including kitchens in child care facilities).

STANDARD ALTERATIONS (SA'S)

C. Special Space

2. Food Service Areas - Food service areas will be provided with initial alterations in accordance with the levels specified for office space, with additions or exceptions as follows:

Floors - With nonslip tile or quarry tile with cove base molding in large commercial type kitchen areas;

Partitions and ceilings - Smooth surface and washable in food preparation areas;

Heating, ventilation, and air-conditioning - Capable of maintaining an acceptable operating environment in food preparation areas, vending machine rooms, and other concession areas having heat generating equipment. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical service - GSA will provide "all electrical service" including normal hookup, consistent with architectural, mechanical, electrical and structural limitations and the provision and installation of conduit for telephone distribution. Telephone service will not be provided by GSA in concession or blind operated facilities.

Plumbing - As required, water, gas, and waste systems, including normal hookup, consistent with architectural, mechanical, electrical, and structural limitations.

Special equipment - As determined by GSA on a case-by-case basis.

Fire & Safety - Buildout shall be in accordance with the criteria cited in FPMR 101-20.105.

CLASSIFICATIONC. Special Space

3A. Structurally Changed Areas (SP-3A) - Areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, increased floor loading.

- a. Auditoriums (when ceiling exceeds 11 feet),
- b. Gymnasiums (when ceiling exceeds 11 feet),
- c. Libraries (with special stacks requiring above-standard floor loading),
- d. Target ranges,
- e. Security vaults (requiring structural alterations),
- f. Secured Compartmented Information Facility (SCIF),
- g. Detention cells (including prisoner toilets and sinks) and related sally ports and attorney/client consultation cubicles within the cell block, and
- h. Judiciary courtrooms authorized prior to fiscal year 1992 for both prospectus and non-prospectus level projects.

STANDARD ALTERATIONS (SA'S)

C. Special space (SP-3A) - Structurally changed areas will be provided with initial alterations at levels required to provide standard features normally associated with the type of space being provided. Determination of the normal level will be made by GSA on a case-by-case basis using both industry and GSA-recognized standards. In the case of secured compartmented information facilities (SCIF), GSA will determine the standard level and notify agencies in writing.

Ceiling - Ceiling systems will be determined on a case-by-case basis depending on existing or proposed architectural features, acoustical requirements, electrical distribution and HVAC systems. However, standard level ceiling materials are limited to those which are readily available in the building supply market and do not involve unusual cost to provide, install, and maintain.

Walls - Construction in conformance with applicable GSA criteria for auditoriums, vaults, holding cells, etc.

Lighting - Accepted architectural standards for illumination levels will apply consistent with the type and usage of the space. Lighting fixtures for standard alterations are limited to commercially available units which do not involve unusual cost to provide, install, and maintain.

Window treatment - Building standard.

HVAC - Accepted architectural standard for HVAC systems will apply consistent with type and use of the space. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

CLASSIFICATION

STANDARD ALTERATIONS (SA'S)

C. Special Space (CONT'D)

3A. Structurally Changed Areas
(SP-3A)

Electrical - Standard electrical service and connections will be supplied as required and will be provided consistent with architectural, mechanical, and structural requirements and limitations of the space.

* * * * *

Typical above-standard alterations for SP-3A spaces are as follows:

- o Above-standard wall coverings (such as padding for gymnasium walls),
- o Built-in book (library) or storage (vault room) shelving,
- o Lockers,
- o Platforms or stages in auditoriums,
- o Built-in auditorium or gymnasium seating, and
- o Security systems including CCTV's, etc. for cell blocks.

August 2, 1991

CLASSIFICATIONC. Special Space

3B. Courtrooms - Judiciary (SP-3B).
Courtrooms for U.S. District Court, Tax Court, United States Claims Court and U.S. Courts of Appeals requiring above-standard ceiling heights (more than 10 feet) column-free widths exceeding 30 feet and similar (large courtroom) features. For judiciary courtrooms authorized prior to FY 1992. See 3A, above.

STANDARD ALTERATIONS (SA'S)C. Special Space**3B. Courtrooms - Judiciary (SP-3B).**

Court facilities for the U.S. District Court and U.S. Court of Appeals shall be designed and constructed in accordance with the provisions of the most current "U.S. Court Facility Standard".

Courtroom furniture - Standard finishes shall include all courtroom furniture (except chairs for judges, attorneys, witnesses, juries or court staff). Courtroom furniture includes judge's benches, witness and jury boxes, railings, and spectator benches.

Doors - Doors into courtrooms shall contain view windows mounted at an appropriate height.

Finishes - Ceilings, walls, wall finishes, floor coverings, window treatments, and lighting shall be designed and constructed in accordance with the standards specified in the current "U.S. Court Facility Standard". Finishes of equal or less cost may be substituted where appropriate. The U.S. Courts must provide funding for finishes which exceed "U.S. Court Facility Standard" or their equivalent. GSA will make a determination on above-standard finishes and advise the Administrative Office of the U.S. Courts prior to design completion.

Claims Court, Tax Court and Court of International Trade - U.S. Claims Court, Tax Court or Court of International Trade courtrooms which require above-standard ceiling heights and column free widths exceeding 30 feet shall be designed and constructed to a standard equal to that of the U.S. District Court and Court of Appeals.

Telecommunications requirements - Conduits and ducts will be provided for courts' telecommunications (including television cable) requirements, but not to exceed a standard of one telephone and one data instrument for every 100 square feet of space. Any requirements above this level are above-standard and are to be reimbursed to GSA.

August 2, 1991

FPMR Temp. Reg. D-76

CLASSIFICATION

C. Special Space (CONT'D)

3B. Courtrooms - Judiciary (SP-3B)

STANDARD ALTERATIONS (SA'S)

C. Special Space

3B. Courtrooms (Judiciary) - (SP-3B)

Sound systems - Only required wiring and related conduits (including built-in speaker enclosures or hangers for court-furnished audio speakers) will be provided.

* * * * *

Typical above-standard alterations include:

- o Security systems - All security measures and systems are considered above-standard alterations; therefore, are reimbursable by the Marshals Service or U.S. Courts. This includes: magnetometers, closed-circuit TV (CCTV), warning signals, X-ray devices and communications systems. GSA will provide conduits, cutouts, mortising, etc., only if clear scopes of work are provided by the Marshals Service or U.S. Courts during the design process.
- o Clocks,
- o Court seals,
- o Audio equipment and its installation,
- o Ornamental carvings or figures (such as eagles, stars, etc.) to be mounted on courtroom walls or courtroom furnishings,
- o Murals,
- o Jury or witness box chairs,
- o Chairs and tables for judges, attorneys or court staff, and
- o Signaling systems.

CLASSIFICATION

C. Special Space (CONT'D)

3B. Courtrooms - Judiciary (SP-3B)

STANDARD ALTERATIONS (SA'S)

C. Special Space

3B. Courtrooms (Judiciary) - (SP-3B)

NOTE*: New buildings built by GSA for use by court activities shall include elevator service designed to facilitate the secure movement of judicial officials and/or Federal prisoners within the building. Funding for the elevators will be included in the construction cost of the building.

*New buildings means buildings to be constructed for courts use or existing buildings undergoing major repairs, modernization or where new courtrooms and related space are to be provided. Secure elevators required by the Courts and/or Marshals Service in existing Courthouse buildings where no major repair, modernization or new courtroom construction are planned shall be reimbursable.

Fire and Safety - Buildout of facilities shall be in accordance with the provisions cited in FPMR 101-20.105.

CLASSIFICATION

C. Special Space

4. Automatic Data Processing (ADP)

Area (SP-4) - Areas having special features such as humidity and/or temperature control, raised flooring, and ceiling heights exceeding office standard; and extensive power requirements (requiring its own power panels, etc., including):

- a. Computer rooms, telecommunication (PBX) rooms with special environmental requirements;
- b. Computer support areas with special flooring and/or wiring and (with humidity and/or temperature control); and
- c. Computer tape vaults.

STANDARD ALTERATIONS (SA'S)

C. Special Space

4. Automatic Data Processing (ADP)

Area - Automatic data processing areas will be provided with initial alterations in accordance with levels specified for office space, with additions or exceptions as follows:

(a) **Raised floors** - If required, installed to provide space for electrical and/or HVAC service for ADP equipment;

(b) **Ceilings** - As determined by GSA, acoustically treated and sound conditioned to meet the conditions and environmental requirements of each location. Ceiling STC shall not be less than 40.

(c) **Heating, ventilation, and air-conditioning** - Will be capable of maintaining an operating environment for the ADP equipment compatible with the manufacturer's recommendation; **NOTE:** HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week, (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

(d) **Electrical distribution and electrical services** - Includes normal hookup to a power panel within the ADP room. **NOTE:** Electrical services will be provided on a standard 11 hour shift 5 day week, excluding holidays and weekends. Services beyond this standard will be provided on a reimbursable basis.

(e) **Telecommunications and local area networks** - Will be installed as appropriate to the functional requirements of the space.

(f) **Sprinkler protection** - Wet pipe in all electronic equipment and tape storage areas. All Other fire and safety criteria cited in FPMR 101-20.105 shall be met.

CLASSIFICATION

C. Special Space

4. Automatic Data Processing (ADP)
Area (SP-4) (CONT'D)

STANDARD ALTERATIONS (SA'S)

C. Special Space (CONT'D)

4. Automatic Data Processing (ADP)
Area

* * * * *

Typical above-standard alterations for
ADP areas includes:

- o Isolation transformers,
- o Emergency shutdown control switches,
- o Uninterruptible power supplies,
- o Audible and visual alarms,
- o Special security locks, and
- o Supplemental Halon fire suppression system.

CLASSIFICATION

C. Special Space

5A. Conference and Classroom/Training Facilities (SP-5A) - Areas used for conferences, training, library, hearings or minicomputer use with supplemental HVAC and/or built-in special equipment such as blackout curtains, lighting controls, projection booths and sounding conditioning, in addition to office finishes:

- a. Conference rooms with special equipment and/or HVAC,
- b. Hearing rooms with special equipment and/or HVAC, (does not include U.S. Court hearing rooms),
- c. Classroom/training rooms with special equipment and/or HVAC,
- d. Exhibit areas with special equipment and/or HVAC,
- e. Table areas in cafeterias with supplementary HVAC or other special features,
- f. Mini-computer/mega frame equipment rooms adjacent to office area requiring supplemental HVAC and minor special buildout such as deadbolt locks, dedicated electrical outlets, LAN cable distribution access, etc., (rooms requiring substantially less than SP-4 buildout),
- g. Jury rooms (excluding toilets), and
- h. Judiciary hearing rooms authorized prior to fiscal year 1992.

STANDARD ALTERATIONS (SA'S)

C. Special Space

5A. Conference and Classroom/Training Facilities (SP-5A) - Classrooms and training areas will be provided standard alterations in accordance with levels specified for office space, with additions or exceptions as follows:

a. **Partitions** - Structural floor slab to structural ceiling slab walls with a minimum sound transmission class (STC) of 45. Walls shall be constructed to accommodate agency furnished blackboards, projection screens or similar items. Entry/exit doors shall not compromise the STC of 45 requirement. Duct, pipe or other penetrations shall be properly sealed. Duct silencers shall be used as required to ensure the required STC of 45.

b. **Ceilings** - As determined by GSA, ceilings acoustically treated to provide a minimum sound transmission coefficient of 40 (STC 40); (ceiling supports for view screens are included);

c. **Heating, ventilation, and air-conditioning** - Supplemental, separately zoned heating, ventilation, and air-conditioning in conformance with GSA standards; all duct penetrations into the room shall be baffled so as not to compromise the STC requirement of the wall. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

d. **Special features** - Special features normally associated with the subcategories of space under this classification are determined by GSA on a case-by-case basis. These include such features as electrical service and normal hookup to agency equipment, blackout curtains, lighting controls, telephone and data lines and projection booths.

e. **Fire & safety** - Buildout shall be done in accordance with the criteria cited in FPMR 101-20.105.

CLASSIFICATION

C. Special Space (CONT'D)

5A. Conference and Classroom/
Training Facilities (SP-5A)

STANDARD ALTERATIONS (SA'S)

C. Special Space (CONT'D)

f. Telecommunications and local
area networks - Will be installed as
appropriate to the functional
requirements of the space.

* * * * *

Typical above-standard finishes include:

- o Chair rails and paneling,
- o Sound absorbing material mounted
on wall surfaces such as "Arm-
strong Soundsoak" panels, and
- o Blackboards and projection
screens.

CLASSIFICATION

C. Special Space (CONT'D)

5B. Hearing Room - Judiciary (SP-5B). Small court facilities for the use of senior district court judges, bankruptcy court judges and magistrate judges. The hearing room typically has a clear column-free width of less than 30 feet. A ceiling height of less than 10 feet and smaller scale judges benches, jury and witness boxes and less spectator seating than large (SP-3B) courtrooms.

STANDARD ALTERATIONS (SA'S)

C. Special Space

5B. Hearing room (Judiciary) (SP-5B) - Hearing rooms will be designed in accordance with "U.S. Court Facility Standard" standards for such facilities.

Doors, walls, and ceilings - Wall and ceiling construction shall be the same as conference and training space. Doors into the hearing room shall have a glass view panel installed at the appropriate height.

Lighting - Lighting levels and the fixtures used shall be as specified in the "U.S. Court Facility Standard". Light switch location shall not compromise security.

Hearing room furniture - Hearing room furniture, including judge's bench, jury and witness boxes, spectator seating and railings are included. Jury seating, judge, attorney, staff and witness chairs and attorney tables are not included and must be provided by the courts. See "U.S. Court Facility Standard" for furniture details.

Heating, ventilation and air-conditioning - Shall be separately zoned and controlled and designed to operate in accordance with the current "U.S. Court Facility Standard" criteria. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical - As specified in the "U.S. Court Facility Standard".

Floor covering - As specified in the "U.S. Court Facility Standard".

CLASSIFICATIONC. Special Space (CONT'D)5B. Hearing Room - Judiciary
(SP-5B)STANDARD ALTERATIONS (SA'S)C. Special Space (CONT'D)5B. Hearing room (Judiciary)
(SP-5B)

* * * * *

Typical above-standard alterations
include:

- o Security devices, including alarm systems, signaling systems, CCTV equipment, etc., (conduit, cutouts and mortising of doors required will be considered standard alterations),
- o Jury, witness, judge and attorney chairs and tables, and
- o Audio systems (GSA will furnish conduit, speaker boxes and/or hangers and electrical service required to power the equipment.)

NOTE: Executive agency (or Commission) hearing facilities for Administrative Law Judges which require a judges bench shall be classified SP-5A. The judge's bench is reimbursable.

CLASSIFICATION

C. Special Space

5C. Judicial Chambers - U.S. Courts (SP-5C).

Chambers for all Article III Federal Judges, Bankruptcy Court Judges, Claims Court Judges and Tax Court Judges, and Magistrate Judges. Chambers typically have finishes that exceed office space standards. Included in the chambers space is the judge's private office, secretarial and law clerk spaces (judicial toilets are classified SP-1B).

STANDARD ALTERATIONS (SA'S)

C. Special Space

5C. Judicial Chambers - U.S. Courts (SP-5C). Design Standard Article III Judges, Bankruptcy Judges and Magistrate Judges are covered in the "U.S. Court Facility Standard". Standards for the others should be designed with similar finishes.

Doors, walls and ceiling and lighting - Walls shall be constructed to meet a minimum STC of 45. All entry doors shall be solid core wood. Ceilings, lighting and interior finishes shall be in accordance with the U.S. Court Facility Standard. Built-in bookcases shall be considered standard alterations.

Heating, ventilation and air-conditioning - Separately zoned and controlled HVAC designed to operate in accordance with the current "U.S. Court Facility Standard" criteria. HVAC services including equipment startup and shut-down will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical - As provided in office quality space. Electrical work shall also include conduit and related cutouts, etc., to allow security devices to be installed by the U.S. Marshals Service or Courts.

Floor covering - As specified in the "U.S. Court Facility Standard."

* * * * *

Typical above-standard alterations include:

- o Decorative ceiling work, and
- o Decorative light fixtures.

CLASSIFICATION**C. Special Space****6. Light Industrial Areas (SP-6) -**

Areas which may have some or all of the characteristics of warehouse space but, in addition, may be provided with one or more of the following features: air-conditioning, humidity control; special power, and a light level equal to or slightly less than that provided for office space including:

- a. Records storage with humidity control;
- b. Storage type space with air-conditioning;
- c. Printing plants;
- d. Product classifying laboratories;
- e. Motor pool service areas;
- f. Postal workrooms, swingrooms, (including swingroom toilets), locker rooms, mailing vestibules and platforms, lock box lobbies, and unsuspended lookout areas;
- g. Shop (other than PBS);
- h. Loading docks and shipping platforms;
- i. Canopy areas if included in occupiable area;
- j. Vertical improved mail system areas; and
- k. Telephone frame rooms and unattended switchboards (for specific agency use).

STANDARD ALTERATIONS (SA'S)**C. Special Space****6. Light Industrial Areas**

Doors, walls and ceiling and lighting - Light industrial areas will be provided with initial alterations at levels required to provide standard architectural, mechanical, electrical, telecommunications, and structural features normally associated with this type of space. Determination of the normal level will be made by GSA on a case-by-case basis using commercial standards.

August 2, 1991

FPMR Temp. Reg. D-76

CLASSIFICATION

STANDARD ALTERATIONS (SA'S)

C. Special Space

7. Quarters and Residential Housing - Quarters and residential housing areas (housing and quarters that do not logically fall in the other categories).

C. Special Space

7. Quarters and Residential Housing - Initial alterations will place quarters and residential housing in an occupiable and satisfactory condition.

August 2, 1991

1. Space for wellness/fitness facilities. Exercise equipment, lockers, and nonstandard interior finishes (purchase a lines installation) are the responsibility of the tenant agencies. In a multiple tenancy building, a lead agency should be identified to be the focus of actions relating to a fitness facility and to request its establishment. Normally, the lead agency would be the major occupant in the building. Physical fitness facilities in multiple tenant buildings will be assigned as joint-use space.

a. Exercise rooms. Exercise rooms will be treated the same as conventional office space and provided building standard features as follows:

- (1) Floor covering such as vinyl tile or equivalent or acceptable grades of commercial carpet.
- (2) Ceilings structurally sound and finished.
- (3) Ceiling-high interior partitions.
- (4) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.
- (5) Sound attenuation to provide a minimum sound transmission coefficient of 40 (STC 40).
- (6) Adequate lighting to maintain acceptable levels of illumination.

b. Locker rooms - Locker rooms will be treated as conventional office space and provided building standard features as follows:

- (1) Ceilings that are structurally sound and finished.
- (2) Floors that are concrete or finished with other non-slip material.
- (3) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.
- (4) Sound attenuation to provide a minimum sound transmission coefficient of 40 (STC 40).
- (5) Adequate lighting to maintain acceptable levels of illumination.
- (6) Walls that are wallboard or moisture resistant wallboard, as appropriate, and finished and painted or equivalent.

c. Shower rooms - Shower rooms will be treated as Private toilets, clinics and health facilities space (SP-1B) and provide building standard features as follows:

- (1) Ceilings that are moisture resistant wallboard or equivalent.
- (2) Floors with non-slip finishes.

Appendix B. Wellness/Physical Fitness Facilities

(3) Plumbing and fixtures as required, including water and waste, shower stalls, toilets, and sinks in such numbers as is consistent with the number of facility users and square footage available in the shower rooms.

(4) Adequate lighting to maintaining acceptable levels of illumination.

(5) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.

(6) Walls that are moisture resistant wallboard and finished and painted, or equivalent.

2. Criteria for establishing fitness programs. Agencies shall submit to the appropriate GSA regional office a Standard Form 81, Request for Space, and a plan for the proposed fitness program. Agencies may contact the President's Council on Physical Fitness and Sports for assistance in developing their plan. The plan should set forth the scope and goals of the proposed program and include the following elements as outlined by the President's Council on Physical Fitness and Sports:

- (1) a survey indicating employee interest in the program;
- (2) a 3 to 5 year implementation plan demonstrating long-term commitment to physical fitness/health for employees;
- (3) a health related orientation, including screening procedures, individualized exercise programs, identification of high-risk individuals, and appropriate follow-up activities;
- (4) identification of a person skilled in prescribing exercise to direct the fitness program;
- (5) an approach which will consider key health behavior related to degenerative disease, including smoking and nutrition;
- (6) a modest facility that includes only the essentials necessary to conduct a program involving cardiovascular and muscular endurance, strength activities, and flexibility;
- (7) provision for equal opportunities for men and women, and all employees, regardless of grade level.

Depending on the scope and goals of the proposed program, one or more of the above elements may not apply or may apply only partially or indirectly. However, every attempt should be made to show that each of the above has been considered in the planning effort or are already provided under existing programs and activities sponsored by the agency personnel office, Public Health Service (PHS) health unit, employee association, or other official organization within the agency. For guidance on the development of health service programs, agencies may consult the PHS, Department of Health and Human Services.

Appendix B

A. Basic policy. Pursuant to 40 U.S.C. 490b, Federal agencies are authorized to allot space in Federal buildings to individuals or entities who will provide child care services to Federal employees. Federal agencies in GSA-controlled space are responsible for determining their respective child care needs and then requesting the appropriate space from GSA. Upon receipt of such a request, along with the result of a needs assessment survey indicating sufficient agency interest, GSA will provide the standard alterations for the child care center as defined in Appendix A. The cost of any other features not specified in Appendix A will be fully reimbursed to GSA by the user/tenant agency(ies) except as noted in paragraph (f) below.

Agency(ies) will sponsor child centers for their employees, submit space requests for their requirements, allocate space under license or other appropriate authorization document to either the provider of child care services for an employee user group, and pay Rent to GSA for the assigned space.

The provider will occupy the designated space pursuant to an assignment authorizing the sponsoring agency or lead agency (the agency which issues the Standard Form 81, Request for Space, in cases involving a joint-use assignment) to allocate the space to the provider of child care services or an employee user group.

B. Leasing space for a child care center. When necessary, GSA will acquire leased space to house a child care center or to relocate agency activities displaced by a child care facility established in GSA-controlled space. When leasing space specifically for a child care center, the lease term should not exceed 5 years unless otherwise determined by the contracting officer to be in the best interest of the Government. In the event the space for a child care center is part of a larger space acquisition for an agency or agencies, the lease term for the center should be coterminous with the other space leased by the Government in the building.

C. Developing a child care facility out of existing assigned space. When a portion of an agency's existing assigned space is made available by the agency for child care center use, the cost of alterations to the space will be fully reimbursable to GSA. However, if any of the alterations result in a higher space classification, GSA will fund the alterations for the upgrading of the space to be classified.

D. New construction or use of modular buildings for child care. Space solely for the purpose of providing a child care center normally will not be made available by GSA through new construction nor through the purchase or lease of modular

Appendix C. Child Care Centers

buildings. However, in special circumstances, where no other space can be economically developed and made available for child care use, modular buildings can be considered. In such circumstances, GSA shall be responsible for all expenses associated with site preparation and the purchase or lease of modular buildings including design services and water, sewer, and utility service installation costs.

E. Space classification. Space in child care centers will be classified in accordance with the standards specified in Appendix A.

F. Special buildout considerations. In addition to the standard alterations (SA'S) specified in Appendix A, child care center space will have all built-in features such as kitchen counters, shelves, cabinets, bookcases, closets, mailboxes, sinks and basins required throughout the center furnished and installed as part of the normal buildout. All rest rooms which will be utilized by children from the center should contain child-size toilets, handicapped accessible toilets and child accessible drinking fountains.

Floors in child care centers shall be covered with an acceptable grade of anti-static carpet or tile as appropriate.

All landscaping required to prepare outdoor play areas will be covered by GSA as a part of the standard alterations for a child care center. The purchase and installation of playground equipment will be the responsibility of the sponsoring agency(ies).

G. Special cleaning provisions. For reasons of safety and health, the entire child care center will be cleaned in the same manner as clinical space (i.e., Health Unit), regardless of the space classification.

H. Compliance with State and local requirements. To the maximum extent practical, GSA will comply with State and local laws and regulations relating to the development of facilities for use as child care centers.

I. Special safety and environmental considerations. Every effort shall be made to minimize safety and environmental hazards in the child care center space and play areas as well as in adjacent areas of a building frequented by children. Construction work on a center shall be done in a manner which will minimize sharp corners, tripping hazards, or other problems which may increase the potential for injury to children.

Appendix C

August 2, 1991

All lead base paint, even lead base paint in layers below existing coats, shall be removed from all surfaces in space to be utilized as a child care center. All other applicable Federal safety and environmental regulations or requirements; including those outlined in FPMR 101-20, must be also be met.

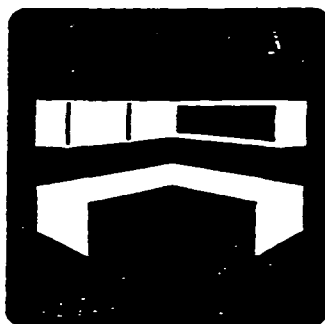
Appendix C

Federal Supply Schedule

Federal Supply Schedule

General Services Administration

SAMPLE



Basic Edition

September 13, 1991

Furniture Systems

**Systems Furniture, Workstation
Clusters, Demountable Walls and
Leased Systems Furniture and
Workstation Clusters**

<i>FSC Group</i>	71
<i>Part</i>	II
<i>Section</i>	E
<i>FSC Class</i>	7110

Multiple Award

*For the period
October 1, 1991
through
September 30, 1996*



SCHEDULE CUSTOMER SURVEY

The Federal Supply Service (FSS) of GSA wants to offer products that meet your needs. "Service" is FSS's last name, and one we take very seriously. The success of our various supply programs is ultimately determined by you, our customer. We are therefore soliciting your comments on our Federal Supply Schedules. You rate with us, and it is equally important that we rate with you. We would appreciate your taking time to complete this survey. Your responses will be used to enhance the quality of the products available through our schedules program, as well as improving the way we publicize the schedule contracts to our customers.

Thank you for your input!

Schedule Number: 71 II E

Schedule Title: Furniture Systems

Issue Date of Schedule: September 13, 1991

Mailing Code: 00SC 7167

1. The cover page is eye-appealing and provides an adequate description of the major types of items included in the schedule.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ No Opinion

2. Schedules and incorporated references contain adequate information on how to use the schedules.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ No Opinion

3. Item descriptions are well defined and are not too broad or too restrictive.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ No Opinion

4. Do you receive schedules and subsequent amendments and cumulatives in a timely manner?

- ☐ Yes
- ☐ No

5. Do you receive contractor catalogs and price lists in a timely manner?

- ☐ Yes
- ☐ No

6. Contractors' catalogs are generally self-explanatory, with pricing and discount information clearly presented.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ No Opinion

7. If this schedule contains a matrix, has it been helpful in selecting the appropriate, lowest cost item to satisfy your requirements?

- ☐ Yes, the matrix is a major asset
- ☐ Yes, the matrix has been helpful
- ☐ No, the matrix has not been helpful
- ☐ Schedule does not contain a matrix

8. Would you like to see a matrix in this schedule?

- ☐ Yes
- ☐ No

9. How important would a matrix be on a scale of 1 (little assistance) to 10 (tremendous assistance)? Identify the Special Item Number for which you would most like a matrix developed.

— Importance of a matrix
— Special Item Number

10. The primary reason I use this schedule is because:

- ☐ I am a mandatory user
- ☐ Ordering is convenient
- ☐ Ordering is convenient and prices are great

11. When I have questions regarding this schedule, I usually:

- ☐ Call the FSS Information Center
- ☐ Call the GSA Contracting Office
- ☐ Call the Schedule Contractor
- ☐ Buy from a nonschedule source

12. Photographs and line drawings are welcomed enhancements to the schedules.

- ☐ Yes
- ☐ No
- ☐ No opinion

13. The best thing about the schedule is: _____

14. The least desirable feature of the schedule is: _____

15. Have you, or your office, ever responded to customer surveys on the FSS Federal Supply Schedule Program?

- ☐ Yes
☐ No

16. If you responded "Yes" to question 15, how would you rate the quality of the schedule program since your response to the previous survey?

- ☐ Much better
☐ Better
☐ Same, quality standard has always been high
☐ Same, quality standard is just as mediocre as previously noted
☐ Worse
☐ Much worse

17. The color code identification program is being utilized in key Federal Supply Schedules (copiers, typewriters). The color code program arrays products by price in ascending order. When applicable, Life Cycle Cost and other quality government factors are considered. Would you like to see the color code identification approach in this schedule?

- ☐ Yes
☐ No

18. Single Award Federal Supply Schedules provide optimum cost savings to the user. Conversions from a Multiple Award Schedule to a Single Award Schedule generally realize cost savings of approximately 40 percent. Should GSA begin an examination into a more cost-effective method of supply change covering this schedule?

- ☐ Yes
☐ No

If "Yes," which SINs or products? _____

19. Please provide any additional comments.

Name & Title _____

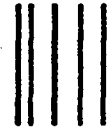
Agency _____

Address _____

(Area Code) Telephone _____

NOTE: Although it is not necessary to sign this survey, we would appreciate it if you would provide us with your name, office and telephone number in order to contact you if we have any questions concerning your responses. THANK YOU FOR YOUR HELP! Don't delay; mail your survey today!

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
Warehouse 4, Dock 1
PO Box 6477
Ft Worth, TX 76115



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Official Business
Penalty for Private Use \$300

BUSINESS REPLY MAIL

FIRSTCLASS PERMIT 12710 WASHINGTON, DC

POSTAGE WILL BE PAID BY ADDRESSEE

General Services Administration
GSA/FSS/5FK
Attn: Mike Czosnyka
230 S Dearborn St
Rm 3470, MS34-1
Chicago, IL 60604

TABLE OF CONTENTS

How to Get Assistance	1
Furniture Checklist	2
General Information	2
Systems and Cluster Acquisition Guide	3
Special Provisions (Requote and Leasing)	4
Other Features of this Schedule	7
Evaluation Criteria	7
Supplies and/or Services	11
Contractors	12
Individuals Authorized to Sign Requotes	13
Product Information	15
General Specifications for Furniture Systems	15
Sample "Request for Quotations" Forms	20
Product Illustrations	25

HOW TO GET ASSISTANCE

GSA CONTACTS

Contracting Officer
General Services Administration (3FCNS-B-CO)
(FSC Group 71 Part II Section E)
Washington, DC 20406
(COM)FTS: (703) 557-3840

For Additional Copies of Schedules
General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
Warehouse 4, Dock 1
PO Box 6477
Ft Worth, TX 76115
(COM)FTS: (817) 334-5215

For General Information
General Services Administration
FSS Information Center (FFN)
Washington, DC 20406
(COM)FTS: (703) 557-8177
AUTOVON: 225-9684

CONTRACTOR PUBLICATIONS

Refer to the contractor's catalog/price list to determine:

Point of production
Ordering address
Payment address
Models and/or offered services
Foreign items
Prices
Discounts
Prompt payment terms
Maximum order limitations
Minimum order quantity
Credit card acceptance
Delivery area
Delivery time
Delivery point
Warranty
Export packing charges
Rental terms and conditions
Maintenance and repair terms and conditions
Installation terms and conditions

FURNITURE CHECKLIST

AVOID UNNECESSARY DELAY WHEN ORDERING

12-Point Check System

- ☐ National Stock Number and/or Special Item Number
- ☐ Part Number
- ☐ Color
- ☐ Upholstery (Nylon or Naugahyde)
- ☐ Finish (Type of Wood or Plastic Laminate)
- ☐ Size/Dimensions
- ☐ Style
- ☐ Manufacturer

Special Ordering Instructions

- ☐ Verify your Unit of Issue. Is it correct?
- ☐ Include acceptable substitute if possible.
- ☐ Domestic ordering activities include name and commercial (not AUTOVON) telephone number of person responsible for placing order.
- ☐ Overseas ordering activities include name and AUTOVON telephone number of person responsible for placing order.

GENERAL INFORMATION

GEOGRAPHIC COVERAGE

This schedule covers the 48 contiguous states and Washington, DC.

MANDATORY USERS

All departments and independent establishments, including wholly owned government corporations, in the executive branch of the federal government except the US Postal Service and DOD.

INCORPORATION OF FORMS

Federal Supply Schedules incorporate the following form(s) containing provisions and/or contract clauses by reference, with the same force and effect as if they were included in full text. Upon request, the contracting officer will make the forms available. Questions concerning the forms should be directed to the contracting officer.

GSA Form 2891, Federal Supply Schedule Clauses
GSA Form 3507, GSA Supply Contract Clauses

PUBLICIZING CONTRACT ACTIONS

The solicitation and resulting contracts of this Federal Supply Schedule have been synopsisized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub L 98 369) and FAR Part 5, Publicizing Contract Action.

ORDERING INFORMATION

Placement of Orders

Ordering activities should place orders directly with the contractor. Delivery orders should include the description and model number contained in the contractor's catalog/price list. The delivery orders should also reference delivery and invoicing instructions, and any other special instructions within the terms of the schedule contract.

UNICOR Products

UNICOR (Federal Prison Industries Inc) provides items similar to some or all of the items included in this schedule. Ordering agencies should check with UNICOR to see if UNICOR's product meets their specific need prior to making a purchase from the schedule. For your convenience, this check can be made quickly by calling the UNICOR Customer Service Group at (800) 827-3168.

Small Requirements

To meet small supply requirements, the government may opt not to place orders below \$300 with the schedule contractor. The contractor is obligated, however, to accept any order between the minimum and maximum order limitations. Refer to the contractor's catalog/price list for the minimum and maximum order quantities.

Maximum Order Limitation (MOL)

50 workstations not to exceed \$125,000 net product value. For orders in excess of the MOL see "The Requote Procedure" section on page 4.

Blanket Purchase Agreements (BPAs)

Shall be limited to piece parts or replacement parts to existing workstations.

The contractor agrees to enter into Blanket Purchase Agreement with ordering activities provided that:

- (a) Only items covered by the contract are ordered under such agreements.
- (b) The period of time covered by such agreements shall not exceed the fiscal year unless ordering activity has authority to obligate funds in excess of the period.
- (c) Blank Purchase Agreements (BPAs) should not be established when an agency has a known requirement under the schedule that will exceed the Minimum Order Limitation (MOL). BPAs under this schedule shall be limited to piece parts or replacement parts for existing workstations. BPAs may not be utilized to purchase complete workstations. In conjunction, ordering agencies are reminded that splitting requisitions in an effort to avoid the requote procedure is a violation of FPMR 101-26.106 and is prohibited.

In the event the cumulative total of orders placed does not reach the quantity level at which the BPA was established, the contractor may invoice at the price at the applicable quantity level.

Foreign Sales

Foreign sales for items covered by this schedule should be purchased under the International Federal Supply Schedule. The International Schedule should be used as the first source of supply for foreign shipments. Vendors holding contracts for furniture systems and cluster workstations under the International Schedule have international dealers available to provide design and installation services at foreign destinations. For information regarding the International Schedule call (COM)FTS: (703) 603-1387.

Award Pending

For acquisition of items appearing herein as "Award Pending" ordering activities should contact the contracting officer shown on page 1 of this schedule.

CONTRACTOR PERFORMANCE

Inspection

This schedule provides for inspection at destination.

Packaging and Packing

Standard commercial practice.

Export Packing

For shipments to the point of domestic embarkation, ordering activities are not obligated to utilize the contractor's services for export packing accepted under this schedule and may obtain such services elsewhere if desired. However, the contractor shall furnish items export packed when such packing is specified on the purchase order.

Systems and Cluster Acquisition Guide

The methodology developed is in response to the complexity of systems and cluster furniture and its use represents a means of obtaining the most competitive pricing possible for the government. Due to the complex nature of the methodology developed for the acquisition of items covered by this schedule, it is recommended that requote project solicitation and evaluation be assigned to contracting personnel rather than small purchase or procurement assistant employees.

Additions to New Schedule

In conjunction with the use of this schedule, using activities must comply with applicable GSA and/or agency regulations for the design and layout of systems furniture. (Contact the Safety and Environmental Management Branch in your local GSA for more information.)

During initial design of the systems furniture layout, agencies should carefully determine their electrical requirements (i.e., computer and power supplies). As a result of overheating of full-size neutral conductors, possible nonlinear load problems may occur. However, in order to alleviate this potential problem, initial design should allow for an adequate supply of neutral conductors or oversize neutral conductors. Products furnished by current contractors are sufficient to address this concern and therefore should not be a problem if consideration is given during the initial furniture and electrical layout preparation.

Contracts Will Be Used in the Following Ways

- (a) Each contract has a 50 workstation, not to exceed \$125,000 net product value, Maximum Order Limitation (MOL). Negotiated discounts under the contracts apply to orders up to the MOL. Using activities will evaluate the offer of each contractor, selecting the lowest cost item(s) that best meets their needs and place an order.
- (b) All requirements exceeding the MOL are subject to a procedure known as "requoting" - Vendors are given the chance to improve or "requote" their discount on a project-by-project basis to maximize discounts based on volume, plant capacity and other considerations. Using activities shall issue a Request for Quotation (RFQ), SF-18, to all schedule

vendors only. RFQs for systems furniture shall be issued to all contractors listed under SIN 512-1; RFQs for clusters shall be issued to all contractors listed under SIN 512-2. Synopsis is not required. The RFQ should cover all aspects of the particular project—quantities and types of workstations, design layout requirements, installation schedules, etc. Orders will be placed with the contractor offering the lowest evaluated price responsive to the specific requote request. Multiyear requirements are acceptable as long as the total requirement is stated and the term is specified. Funding requirements shall be satisfied in accordance with FAR and individual agency regulations. Multiyear requirements and projects utilizing phased delivery schedules may not exceed five years from date of award through project completion.

The basis for obtaining pricing under the RFQ must be generic or nonbrand specific workstation prototypicals that will be typical of the actual workstations purchased. Having vendors price out generic stations puts each vendor on an equal basis for evaluation purposes. Once the generic stations have been priced and returned by the RFQ closing date along with prices for design and installation, each vendor will be evaluated and the lowest weighted responsive offeror is selected. The selected vendor will begin doing an actual design and layout based on the physical properties of the site. From the design an actual bill-of-materials will be developed to form the basis for a delivery order.

Waiver Requests

Submit waiver requests to the following address:

GSA, FSS, 3FN
Director, National Furniture Center
Washington, DC 20406

SPECIAL PROVISIONS

THE REQUOTE PROCEDURE

Requotes shall be forwarded for procurement to:

GSA/FSS
Furniture Center (3FNS-B[CO])
Washington, DC 20406

The MOL of any contract resulting from this solicitation for offers will be 50 workstations, not to exceed \$125,000 (net product value). Any requirement in excess of the MOL will be procured through the issuance of an SF-18, Request for Quotation (RFQ), where schedule contractors will request their discounts to agencies on a project-by-project basis. The requote process will not trigger the Price Reduction Clause of this solicitation. This will allow contractors to tailor the volume of business to their capacity and provide a more flexible discount structure for orders in excess of the schedule's MOL.

Contractors are prohibited from accepting any orders in excess of the MOL, unless the order is issued as a result of a requote project. Violation of this prohibition may result in termination of the contract pursuant to the Default Clause of this contract.

Ordering activities will, in accordance with FPMR 101-26.106, consolidate their requirements whenever feasible so as to take advantage of price savings available through the requote procedure for requirements that exceed the MOL.

In responding to an RFQ (requote), contractors may either quote lower prices or quote the lowest price already available under their Federal Supply Schedule contract. Prices offered in response to an RFQ (requote) that are higher than the lowest price already available under the contractor's current schedule contract will not be considered.

Participation in the requote process is limited to vendors awarded contracts under Federal Supply Schedule 71, Part II, Section E for the specific SIN covered by the RFQ. All requote proposals must be submitted in the name of and signed by an authorized, bona fide employee of the GSA Federal Supply Schedule contractor. A requote proposal submitted in the name of or signed by any other source will be disqualified from consideration. All offerors have submitted a complete list of the names of bona fide employees authorized to negotiate on their behalf, which can be found on pages 13 and 14, "Individuals Authorized to Sign Quotes."

Under the requote procedure, contractors may only offer products that are contained on their contract under Federal Supply Schedule 71, Part II, Section E at the date of issuance of the requote. The offering of items not contained on Federal Supply Schedule 71, Part II, Section E contracts will result in rejection of a proposal.

The provisions of FAR clause 52.215-10, "Late Submissions, Modifications and Withdrawals of Proposals," shall apply to all proposals submitted in response to RFQs issued under the requote procedure.

All contractors under this schedule have been assigned technical evaluation scores based upon an analysis of their product line as demonstrated at the mock-up presentations required by the solicitation. These technical scores shall be applied to the prices offered on all requote projects, whether issued by an individual agency or by GSA, to determine the successful offeror under each requote. The technical evaluation scores will only be applied to the prices offered for products; the scores are not applicable to the prices offered for design or installation services. Agencies have the option of separately evaluating and scoring the design and installation services offered by a contractor in response to a requote. See sample evaluation, page 22. Technical evaluation scores are confidential. Contractors have been advised of their own score. The scores assigned to other contractors will not be disclosed. The technical evaluation scores assigned by GSA will remain constant throughout the life of the contract; however, contractors will have the opportunity to perform additional mock-up demonstrations of their product lines during scheduled "open seasons" for this Federal Supply Schedule. Agencies using the requote procedure should contact GSA for current technical scores for offers received. Revised technical scores will be applied to all RFQs (requotes) whose issue date is on or after the effective date of the revised technical score. See "Other Features of this Schedule" on page 7 for detailed information.

Once the requote offers have been evaluated to determine the low, weighted offeror or the successful vendor will be notified of their offer acceptance and will begin design work within the scope of design services within the RFQ. After design completion and acceptance, a delivery order will be placed with the vendor covering the bill of materials generated from the design. The delivery order will be placed under the vendor's current contract number for Federal Supply Schedule 71, Part II, Section E. All other contract terms and conditions will apply to the requote delivery order.

Note: Add-ons are allowed.

LEASING

Agencies should refer to OMB Circular A-104 for information on leases.

The following provisions have been incorporated in all contracts that cover the leasing option, SINS 512-3 and 512-4:

(a) The leasing program(s) offered shall be lease with purchase option and be for a one-year lease with annual one-

year renewal options for total possible lease terms of three or five years.

(b) The leasing program(s) submitted by offerors is commercial as defined by Section E. FAR 15.804.

(c) The leasing program(s) is national in scope.

(d) The leasing program(s) contains provisions for user orientation to assure maximum utility of the installation.

(e) The leasing program(s) allows for add-on items that the leasing agency can use to increase the number of workstations during the period of the lease (basic plus renewals) if needed, not to exceed original term of lease and lease rates awarded.

(f) The leasing program(s) runs on a fiscal year basis (October to September). Renewal of leases is subject to availability of funding. If a lease is initially entered into for a period of time less than the fiscal year October 1 through September 30 time frame, the lease for the partial period of the initial lease will be the applicable lease rate for the anticipated term of the lease.

(g) The leasing program contains provisions for "buyout," i.e., purchase of all leased furniture, by the government at any time during the lease, prior to the time for exercising the purchase option, amount established as the "residual value." The buyout is determined by a straight line amortization method of the original purchase cost. For example: an agency is leasing \$75,000 (purchase cost) of furniture on a five-year lease basis; at the end of two years the agency decides to "buyout" the furniture. The buyout price will be determined by deducting 20% from the purchase cost per year.

Net Purchase Cost	\$75,000
First Year (minus)	-15,000
Second Year (minus)	-15,000
Buyout Price (equals)	45,000
Plus Residual Value (10%)	<u>7,500</u>
Buyout Total	52,500

Similarly, if the lease is on a three-year term, the original price minus residual value should be reduced by 33.3% per year. The residual value is paid to the vendor as a lump sum payment at the time the buyout option is exercised.

(h) Each leasing program should contain a provision for residual value purchase of any or all of the leased furniture at the conclusion of the term of the lease. The residual value is a fixed percentage on awards or issuance of any orders under resultant contracts. All furniture systems not purchased by the government at the conclusion of the lease shall be dismantled and removed from the government premises by the contractor within 90 days from expiration of the annual lease term, unless otherwise agreed upon by the contracting officer in writing. Any costs for dismantling and removal shall be negotiated on a case-by-case basis between the ordering agency and the contractor.

(j) All furniture offered for lease shall be new and unused. All furniture shall be in current production. Only furniture systems accepted under the purchased Special Item Numbers can be provided under the leasing program(s).

(j) As is now required for purchase, the leasing program(s) must include provisions for the replacement or availability of the same furniture for add-on to the furniture system for a period of eight years. Approved contractors on 71 II E have certified concurrence with the above requirement.

(k) FAR 52.212-4 Liquidated Damages - Supplies, Services or Research and Development.

(1) If the contractor fails to deliver the supplies or perform the services within the time specified in the contract, or any extension, the contractor shall, in place of actual damages, pay to the government as fixed, agreed and liquidated damages, for each calendar day of delay, the sum of cost per day above cost if project were on time. Each delivery order issued under this contract will specify actual liquidated damages that will be assessed.

(2) Alternatively, if delivery or performance is so delayed, the government may terminate this contract in whole or in part under the Termination of Default - Supplies and Services clause in this contract and in that event, the contractor shall be liable for fixed, agreed and liquidated damages accruing until the time the government may reasonably obtain delivery or performance of similar supplies or services. The liquidated damages shall be in addition to excess costs under the Termination clause.

(3) The contractor shall not be charged with liquidated damages when delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the contractor as defined in the Termination of Default - Supplies and Services clause in this contract.

(l) Scheduling of Work. Before installation is started, the contractor shall arrange with the contracting officer or his representative a means of access to the premises, delivery and storage of materials and equipment, use of approaches, corridors, stairways, elevators. Any requests received by the contractor to change the sequence or scope of work shall be referred to the contracting officer issuing the purchase order.

(m) Additional Payment Terms. The contractor shall be paid in accordance with the procedures of the Prompt Payment Act, Public Law 97-177 (96 Stat 85 31 USC 1801), which requires the submission of proper invoices. Any credits due the government may be applied against the contractor's invoice with appropriate information attached. Payment for less than one month shall be prorated at 1/30th of the monthly rate for each calendar day.

Payments under this leasing provision shall be due on the 30th calendar day after the date of receipt of proper invoice in the government office designated to receive invoices. Date of receipt shall be the last day of the month in which invoice is received.

(n) FAR 52.299-1 State and Local Taxes (Apr 1984). Notwithstanding the terms of the Federal, State and Local Taxes clause, the contract price excludes all state and local taxes levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. The contractor shall state separately on its invoices, taxes excluded from the contract price, and the government agrees either to pay the amount of the taxes to the contractor or provide evidence necessary to sustain an exemption.

(o) Title. Assignment of title by the contractor for any leased furniture will not relieve the contractor of any responsibility of the contract.

(p) Liability and Insurance - Leased Furniture Systems. The government shall be responsible for loss of or damage to leased furniture systems:

(1) Except for (i) normal wear and tear and (ii) loss or damage caused by the negligence of the contractor, its agents or employees.

(2) The contractor shall be liable for, and shall indemnify and hold the government harmless against all actions or claims for loss of or damage to property or the injury or death of persons resulting from the fault, negligence or wrongful act or omission of the contractor, its agents or employees. Further, the contractor warrants that the contract price includes no cost for insurance or contingency to cover such actions or claims.

(3) If the government has to pay for any loss or damage pursuant to this clause, such payments shall not exceed the amount of appropriations available to the ordering agency, at the time of the loss, for purposes of leasing furniture systems. For any losses exceeding the amount of available leasing appropriations, the procedures outlined in FAR Part 33 shall apply.

(q) Reassignment of Leases and Options. If a government activity enters into any lease agreement, such agreement may be reassigned to another government activity. The assignee shall succeed to all rights vested with the government, including buyout or purchase option. The lease program is not intended to cover the cost of any movement or reconfiguration required as a result of a reassignment of lease agreements. Any cost for movement or reconfiguration occasioned by reassignment shall be negotiated on a case-by-case basis between the ordering agency and the contractor.

(r) Termination for Convenience. The government reserves the right to terminate this agreement, at any time, under the provision of "Termination for Convenience of the Government" FAR 52.249-2. The Annual Percentage Rates (APR) covered by this contract apply to leases under 50 workstations, not to exceed \$125,000 (net product purchase value). For leases over the MOL, APRs are to be quoted on a case-by-case basis. The MOL figure of \$125,000 is intended to cover net product costs only. Residual cost percentages are a fixed percentage under the contract whether below or above the MOL.

(s) Design and/or installation costs are not covered by the lease provisions. Requirements for these services are to be negotiated on a case-by-case basis, and payment shall be handled under separate purchase order/invoicing documents and paid upon completion. Score request must be submitted by the contracting officer after receipt of requote proposals and technical review has been completed.

Clarification of Lease Terms and Payments. The dollar amount to be amortized over the anticipated term of the lease is the net product cost. For example, if the net product cost of the furniture is \$50,000, the cost to be amortized under the lease is \$50,000 minus 10% (\$5000) or \$45,000.

Remember, ~~the costs of design and installation are not costs which can be amortized under a lease arrangement.~~ These costs must be paid in full to the respective vendor at the time design and installation are satisfactorily completed.

For lease requirements under the schedule's Maximum Order Limitation (MOL), the lease rate factor, corresponding annual percentage rate and residual value are set. For lease requirements exceeding the MOL, only the residual values are set. Users exceeding the MOL must include a requirement for responding vendors to provide both the lease rate factor and the corresponding annual percentage rate.

During evaluation of the lease requotes, ordering agencies are cautioned to verify that the lease rate factor quoted corresponds to the annual percentage rate quoted. Verification requires the use of a programmable financial calculator.

Agencies are cautioned that Prompt Payment Discounts do not apply to monthly lease payments.

Agencies are advised that some lease terms contain a prepayment premium that is paid over and above the buy-out terms. Agencies should not execute a lease for short periods of time in anticipation of receiving funding for purchase. The decision to lease should be based on sound financial decisions and not anticipated funding.

OTHER FEATURES OF THIS SCHEDULE

Technical Evaluation Score

A major feature of this schedule is a technical evaluation score developed and assigned to each vendor who successfully negotiates a schedule contract. This score is used to weight the pricing of each vendor offering on a project, ensuring that vendor selection is a combination of low price and technical merit. The evaluation criteria used to develop the technical scores appear on this page. Mechanics of applying the technical score are contained in the sample Requote on page 22.

Weight evaluation scores and weighted requote prices are to be kept confidential and will not be released.

Agencies conducting a requote may obtain the technical evaluation scores by making a written request to:

GSA/FSS
Furniture Systems Management Div (3FCNS-B-CO)
Washington, DC 20406

Score request must be submitted by the contracting officer after receipt of requote proposals and technical review has been completed.

Requesting agencies should identify the following in their request for technical scores.

- (a) Vendor
- (b) Individual signing offer
- (c) Percent discount from list offered
- (d) Total list price value of offer

Note: The technical evaluation scores maintained by the Furniture Commodity Center should not be supplemented by the addition of any other product evaluation criteria.

Evaluation Criteria

(a) **Conformity of Demonstration Sample to Requirement.** This category is a measurement of a product's ability to form basic workstations commonly used in government projects and an offeror's responsiveness to stated project requirements. It also is intended to insure a consistent evaluation of all product lines offered.

- 0 Demonstration sample matches requirement. All specified demonstrations have been completed.
- 2 Minor variations from requirement. A few small components are missing.
- 4 Demonstration sample significantly differs from requirement. Panels and/or work surfaces are not of the type specified. Many components missing. Components not located as specified. Keys not provided for locks.

(b) **Ease of Assembly.** This category is a measurement of the product's ease of assembly and considers whether an agency would be able to reconfigure the workstations through use of in-house personnel and the level of training required for such personnel. This category also considers a product's susceptibility to damage through disassembly and reassembly and the potential for improper assembly. The necessity to adjust or align components after installation for proper operation is also considered.

- 0 Assembly simple to perform. Shelves, cabinets and work surfaces are easily assembled and mounted using common tools. Cabinets and shelves are easily moved.
- 2 Assembly more difficult. Mounting of components may require special tools or training.
- 4 Assembly difficult to perform. Mounting is difficult with special tools and knowledge required.

(c) Workmanship. This category is a measurement of the apparent quality of workmanship of the product. The category considers the workmanship of individual components and the consistency of workmanship throughout the product line. The category covers upholstery of panels, lamination quality, welding and forming quality, panel stability, final workstation assembly, etc.

- 0 Panels and components fit properly when in position. There is a good uniformity in product quality and no apparent defects. The assembled station is sturdy but may show slight movement.
- 2 Panels and components fit properly when in position. There are minor defects and minor variations in product quality. The assembled station shows movement.
- 4 Panels and tables show gaps and unevenness. There are significant variations in product quality, with product defects apparent. The assembled station shows instability.

(d) Operation. This category is a measurement of the operational characteristics of drawers, cabinets, bins and other moving parts of a product line. In addition to the smoothness and quietness of operation, the category considers ease of operation based on location of door or drawer pulls, locks and the safety of operation.

- 0 All doors, drawers and components work smoothly without binding or racking. Units are very silent, giving a sense of durability and good quality. There are no features that may cause injury or damage during use.
- 2 Most doors, drawers and components work smoothly without binding or racking.
- 4 Several doors, drawers and components work poorly, are misaligned or are loose. There are obvious safety hazards.

(e) Visual Appearance. This category considers the overall appearance of the product and its applicability to the federal office space.

- 0 Product most closely aligns with government office needs. Product is visually appealing and provides for a professional, fully integrated, workmanlike appearance.
- 2 Product moderately aligns with government office needs and generally is visually appealing with good integration of furniture components.
- 4 Product provides a functionally adequate station. Components do not appear to be well integrated. Product visually lacks appeal.

(f) Ease of Maintenance. This category is a measurement of the ease of maintaining the product. The category considers product requirements for maintenance and repair, the ease of panel upholstery, cleaning requirements, the ability to clean the surrounding area, etc.

- 0 Product and surrounding area are easy to maintain. General maintenance and repair can be performed by in-house personnel with minimal instruction and common tools. Panel fabrics are easy to replace. Special cleaners are not required.

2 Product is more difficult to maintain. Most general maintenance and repair can be performed by in-house staff after detailed instruction and demonstration by qualified personnel. Specialized tools may be required.

4 Product is difficult to maintain. Most general maintenance and repair can be performed only by certified representatives of the manufacturer.

(g) Product Design. This category considers the product design and construction of the furniture systems including those features which are incorporated into the product line to provide for a quality product. Areas of consideration include the design and construction of panels, panel connectors, leveling devices, raceways, electrical systems, cabinets, shelves, pedestals, work surfaces, safety mechanisms, suspensions, etc.

- 0 Excellent product design and construction of all components and items are exhibited. Components, connectors, safety mechanisms, accessories, etc. are well designed and fully integrated. A quality product is shown.
- 2 Good product design and construction of most components and items are exhibited. Product is fully functional.
- 4 Requires additional product design. Product is less functional. Improvements are desirable in many areas.

Technical Requirements/Prototypicals

CAUTION: The use of brand name or equal descriptions or a technical package developed in-house or under an A & E (Architect and Engineer) contract that is based on a single or limited group of vendor lines will almost always be protested as unjustifiably restrictive. GSA and agency experience with the generic prototypical approach over the past years has been highly successful and requires significantly less time to develop and use. Examples are illustrated in this schedule beginning on page 24.

Adequate preparation of technical requirements is crucial for the success of any systems project. To assist in this process each contractor prints and distributes a brochure that illustrates and prices items covered under GSA contract. Copies are available from the contractor directly. Most systems on the commercial market today are dynamic products that are continually adapting to evolving needs and changing requirements. Agencies are encouraged to be expansive rather than restrictive when developing technical requirements and issuing RFQs. When developing technical requirements to meet specific needs to exclude any contractor's project line, the purchase file must be documented outlining the specific objective, technical or functional needs that justify such restrictions of competition. This justification will be essential in the event a dispute arises or an audit of the project is performed. It is suggested that this justification be prepared and coordinated by the user's technical, contracting, legal and Competition Advocate staff. Requote requests must be sent to all contractors to ensure consideration of the maximum number of solutions for projects.

Generic designs developed in the cost analysis phase of project justifications (see FPMR Bulletin E215 for guidance) should fully define the technical requirements of the workstation in a nonbrand specific manner. These prototypical stations will become the basis for the technical portion of the requote package sent to each contractor. Generic designs

are required to ensure maximum competition and effective pricing.

Issuing Requote RFQs

Agencies will utilize the Standard Form 18, "Request for Quotations," as the vehicle to obtain pricing on projects over the MOL. The RFQ must be sent to all eligible contractors on schedule for the Special Item Number being procured (i.e., 512-1 for systems and 512-2 for clusters). Keep in mind that unacceptable solutions can be rejected in the review process. The package developed to send to contractors for a requote of pricing should include at a minimum:

- (a) Standard Form 18.
- (b) Prototypical workstations/quantities with space for pricing discount information.
- (c) Floor plans, if available.
- (d) Delivery/installation schedule.
- (e) Design/layout requirements.
- (f) Installation conditions (loading dock restriction, freight elevators, installation time restrictions, storage and staging areas available, phased delivery requested etc).
- (g) Place for vendor to indicate design time required and hourly rate accepted under contract.
- (h) Specifications. A base specification is a part of this schedule. Particulars of the project over and above these specifications must be included in the requote request.

Note: Agencies must ensure that access and aisles in preliminary and final design layouts meet fire and safety requirements in federal offices.

Evaluation of Requotes

Responses by contractors willing to quote on the project should be received by the time specified on Standard Form 18 and must be signed by an authorized representative of the company. A list of authorized individuals appears on pages 13 and 14 of this schedule. When the proposals are received, each should be reviewed for technical compliance. This is an involved process and should be performed by a team consisting of at least the user, technical and contracting staff. The procedure we have found most expeditious is outlined below. This procedure is only intended as a guide; users will be responsible for establishing and documenting their own review process.

- (a) Review each product line against the contract brochure. This assures "open market" items are not included in the solution. Only those items under contract can be procured through this requote procedure. A waiver from GSA will be required to purchase "off-schedule" items.
- (b) Review each proposal against the functional requirements stated in your request. Care should be taken to assure each contractor's offer is submitted on an equal basis. Some areas for consideration would be the number of electrical panels, duplex outlet requirements, amount of storage space, overall workstation size, lighting, posts, connectors and hardware needed to assemble complete workstations, etc.

In addition to the technical review, evaluated prices must be determined. On page 22 is a sample method evaluation for requotes received from three vendors.

Note: Requests for Requote are negotiated procurements and offerors should be given a chance to correct deficiencies in their Best and Final.

Do's and Don'ts for Requotes

- (a) Do not use brand-specific references in RFQs.

- (b) Use of the technical evaluation score is mandatory on projects over the MOL and optional for those under the MOL.

- (c) Do not request vendors to provide product mockups. Contracts contain a clause prohibiting this.

- (d) Do not require vendors to provide complete layouts as a condition for offering on an RFQ. Use typical, generic workstations as a basis for quotation on requotes and request for pricing on orders under the MOL. Do not request vendors to provide complete and free design services as a condition for consideration on any size order.

- (e) Do not restrict specifications on nonfunctional requirements. Do not specify design requirements such as width of panel or construction materials.

- (f) Do not release technical evaluation scores or weighted purchase prices to any offeror.

- (g) Do not request "desirable" features. State your minimum needs and evaluate offers against those needs.

- (h) Do not require or expect a vendor to store your project without storage charges once it has been produced and delivery cannot be accepted. There will be an additional charge for this service and it must be negotiated on a case-by-case basis. If storage exceeds 30 days, GSA recommends partial payment to the contractor for up to 80% of the value of the stored product. The remaining 20% would be paid upon delivery of product in accordance with the schedule payment clause.

- (i) Do not specify items contained on other Federal Supply Schedules. Review each Bill of Materials to ensure only schedule items are offered.

- (j) All orders issued must cite the GSA contract number. A requote is not a new contract.

- (k) Do not establish unrealistic delivery dates for your project. Normal leadtimes (from the date that you begin work on the acquisition to the date installation begins) average from six to eight months. If the project timeline is altered due to delays in design approvals, renovation schedules, etc, delivery dates should be renegotiated.

(l) Ordering activities may contact FCNS, Washington, DC, for assistance in developing an RFQ for furniture systems.

(m) Do not incorporate the attached specifications into the RFQ. The specifications on pages 15 to 19 are for information purposes and are in the schedule contractor's contract.

(n) Do not require vendors to supply a licensed electrician to connect stations to building power source.

(o) Do not require vendors to supply test data that was required for basic contract award (i.e., fire, smoke, acoustic, etc).

(p) Sole Source requirements must be purchased in accordance with FAR 6.3, and may not be accomplished under this schedule. Add-on requirements for less than \$125,000 to an existing installation that must be purchased from the original vendor may be placed under this schedule with the proper documentation to the file as to the criteria for source selection.

(q) No panel sharing factor shall be included in the offer submitted.

(r) Do not incorporate detailed specifications requiring specific materials, methods of construction, colors and tests for which there is no adopted standard. This schedule covers procurement of commercial items and not items built to government specification.

Alternative Method of Evaluation Leasing

The technical evaluation ranking factors established under the schedule contract will be used in determining the lowest weighted option for award purposes.

Discounted Purchase Price x Product Line Technical
Evaluation Score = Weight Factor

Discounted Purchase Price plus weight factor = Weighted
Purchase Price

Design and Installation Cost x Designer/Installer Technical
Score = Designer/Installer Weight Factor (if used)

The method of evaluation shall be:

(a) Weighted purchase price x lease rate factor x anticipated
lease term = Lease Cost

(b) Lease cost plus contract residual value for anticipated
term = Evaluated Overall Lease Cost

(c) Design cost plus installation cost plus designer/installer
weight factor = Weighted Design/Installation Price

(d) Evaluated overall lease cost plus weighted design/installation price = Overall Cost to Determine Low Weighted Offeror

The actual monthly lease cost paid will be the net purchase cost x lease factor x term of the lease. The weighted cost is used for evaluation purposes ONLY. The residual value is added back in as the total cost of the product.

The design and installation costs will be paid in a lump sum as an upfront cost. These costs will not be a part of the actual monthly lease cost paid for the furniture.

In the event the option to purchase is exercised, the "purchase cost" for the purposes of buyout is the cost that will appear on the costed bill of materials resulting from the final approved design and layout. This cost shall remain constant and is not subject to change.

See page 22 for sample method.

SUPPLIES AND/OR SERVICES

Commodity Listing Information

■ *Special Item Numbers.*

■ *Descriptions.*

■ *Brand names and awarded contractors. Brand names are listed alphabetically on the left, with contractors listed in boldface immediately following on the right. For example:*

Brand Name—Contractor

See "Contractors" section for complete contractor names, addresses, telephone numbers, contract numbers and contract effective dates.

Note to Ordering Agencies

This schedule covers the procurement of entire workstations, and is not to be utilized for the purchase of individual component items (e.g., panels only or task tables only). Individual components may be purchased separately but only as supplements to or replacement pieces for existing Furniture Systems Installation. Justification should appear in file for such purchases.

Furniture Systems

512-1

Furniture Systems

In accordance with FCNE 87-441.

A system of furniture components designed to provide a comprehensive office furniture environment, through the ability to create a variety of workstation configurations. The furniture system is based on interconnecting, structural panels as a central, integrating element. In addition to the panels, the system shall include panel supported storage, task management devices, electrical and wire management components and panel supported and/or freestanding work surfaces.

Acoustical Partitions—Chas G Stott & Co Inc

Allsteel—Allsteel Inc

Artec Div of Kimball—Kimball International Marketing Inc

Artopex—Artopex (US) Inc

Aspects—Aspects Inc

Domore—Domore Corp

Flex-Y-Plan—Flex-Y-Plan Industries Inc

Haworth—Haworth Inc

Kruegar—Kruegar International Inc

Herman Miller—Herman Miller Inc

Glen O'Brien—The Glen O'Brien Movable Partition Co Inc

Packard—Packard Industries Inc

Rosemount Private Spaces—Rosemount Office Systems Inc

Shaw Walker—Knoll North America Inc

SMI/FEI Div—K&B Office Systems Inc

Techniques in Wood—Techniques in Wood, An Eltrex Co

Tibbet—Tibbet Inc

Transwall—Transwall Corp

512-2

Workstation Clusters

In accordance with FCNE 87-442.

A fixed group of workstations arranged around a central point or core. Clusters shall be available in three, four, five and six station groups. The cluster shall be a basic unit providing the specified number of stations and including panels and work surfaces. The cluster station may be expanded but not reconfigured. Fractional clusters to provide improved space utilization may be provided. Work surfaces may be panel supported or freestanding. The cluster system shall include overhead storage units, drawer pedestals, lighting and electrical and wire management.

Acoustical Partitions—Chas G Stott & Co Inc

Datum—Datum Filing Systems

Packard—Packard Industries Inc

512-3

Leased Furniture Systems

Award Pending

512-4

Leased Workstation Clusters

Award Pending

512-5

Demountable Walls

In accordance with FCNE 87-445.

A full-height, floor-to-ceiling partition system designed to provide fully enclosed office spaces without requiring permanent attachment to the building. Partitions shall be factory-assembled, modular units. The wall system shall include solid-faced panels and door panels.

Transwall—Transwall Corp

512-6

Design/Layout Services

\$ _____ per hour.

Interior design services include a wide range of services, and are intended to assist users in project planning and/or execution. Service may include basic conversion of generic workstations and floor plans to brand specific stations or comprehensive design services, including development of adjacencies, workstation designs and floor plans. Design/layout services may include use of CAD/CAP systems for development of workstations, component lists for order placement, development of electrical, telephone and cable management plans, and generation of color and installation plans. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate or a rate (less than the contract rate) commensurate with the level of effort.

This SIN may not be used to develop generic workstation designs for requote packages.

Acoustical Partitions—Chas G Stott & Co Inc
 Allsteel—Allsteel Inc
 Artec Div of Kimball—Kimball International Marketing Inc
 Artopex—Artopex (US) Inc
 Aspects—Aspects Inc
 Datum—Datum Filing Systems
 Domore—Domore Corp
 Flex-Y-Plan—Flex-Y-Plan Industries Inc
 Haworth—Haworth Inc
 Kruegar—Kruegar International Inc
 Herman Miller—Herman Miller Inc
 Glen O'Brien—The Glen O'Brien Movable Partition Co Inc
 Packard—Packard Industries Inc
 Rosemount Private Spaces—Rosemount Office Systems Inc
 Shaw Walker—Knoll North America Inc
 SMI/FEI Div—K&B Office Systems Inc
 Techniques in Wood—Techniques in Wood, An Eltrex Co
 Tibbet—Tibbet Inc

512-7

Installation Services

Includes product delivery coordination, unpacking, inspection of product for shipping damage, assembly of product to conform to final design drawings, removal of packing materials and cleaning of product. Agencies will negotiate installation on a project-by-project basis, requesting an installation price quotation for each project regardless of dollar value of the project. Agencies must fully define the scope of required services under installation in order to facilitate realistic price quotations.

Acoustical Partitions—Chas G Stott & Co Inc
 Allsteel—Allsteel Inc
 Artec Div of Kimball—Kimball International Marketing Inc
 Artopex—Artopex (US) Inc
 Aspects—Aspects Inc
 Datum—Datum Filing Systems
 Domore—Domore Corp
 Flex-Y-Plan—Flex-Y-Plan Industries Inc
 Haworth—Haworth Inc
 Kruegar—Kruegar International Inc
 Herman Miller—Herman Miller Inc
 Glen O'Brien—The Glen O'Brien Movable Partition Co Inc
 Packard—Packard Industries Inc
 Rosemount Private Spaces—Rosemount Office Systems Inc
 Shaw Walker—Knoll North America Inc
 SMI/FEI Div—K&B Office Systems Inc
 Techniques in Wood—Techniques in Wood, An Eltrex Co
 Tibbet—Tibbet Inc

Orders for SINs 512-6 and 512-7 can only be placed in conjunction with orders for product under SINs 512-1, 512-2, 512-3 or 512-4. The design/layout SIN cannot be utilized to develop workstation prototypes to be used in purchases above or below the MOL. The installation SIN is to be used only for the initial furniture systems installation. This schedule is not to be used for furniture moves, redesign or reconfiguration.

CONTRACTORS

Award Information

■ Contractor's name, address and telephone number.
 ■ Business Size and Minority Business Enterprise indicators: "s" for small business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises and "w" for woman owned.

■ Contract number and contract effective date.

Allsteel Inc
 Allsteel Dr
 Aurora, IL 60507
 (708) 859-2600

o/b GS-00F-5073A 1 Oct 91

Artopex (US) Inc
 Merchandise Mart, 1085
 Chicago, IL 60654
 (312) 644-1049

o/b GS-00F-5074A 1 Oct 91

Aspects Inc
 9477 N Opal Ave
 Redlands, CA 92373
 (714) 794-7722

s/b GS-00F-5078A 1 Oct 91

Datum Filing Systems Inc
 270 Adams Blvd
 Farmingdale, NY 11735-6684
 (800) 828-8018

s/b GS-00F-5066A 1 Oct 91

Domore Corp
 2400 Sterling Ave
 Elkhart, IN 46516
 (219) 293-0621

s/b GS-00F-5085A 1 Oct 91

Flex-Y-Plan Industries Inc
 6960 W Ridge Rd
 PO Box CC
 Fairview, PA 16415-0829
 (814) 474-1565

s/b GS-00F-5090A 1 Oct 91

Haworth Inc
 One Haworth Center
 Holland, MI 49423-9576
 (616) 393-3000

o/b GS-00F-5083A 1 Oct 91

K&B Office Systems Inc
3609 Saunders Ave
Richmond, VA 23227
(804) 355-7055

s/b GS-00F-5087A 1 Oct 91

Kimball International Marketing Inc
Kimball International
Artec Div
1600 Royal St
Jasper, IN 47549
(812) 482-1600

o/b GS-00F-5075A 1 Oct 91

Kimball International America Inc
(Shaw Walker)
PO Box 157
Water St
East Greenville, PA 18401
(412) 642-3546

o/b GS-00F-5079A 1 Oct 91

Kruegar International Inc
1300 Bellevue St
Green Bay, WI 54308-8100
(414) 468-8100

o/b GS-00F-5080A 1 Oct 91

Herman Miller Inc
8500 Byron Rd
Zeeland, MI 49464
(616) 772-3300

o/b GS-00F-5092A 1 Oct 91

The Glen O'Brien Movable Partition Co Inc
5301 E 59th St
Kansas City, MO 64130-0200
(816) 523-7416

s/b GS-00F-5088A 1 Oct 91

Packard Industries Inc
1515 US 31 N
Niles, MI 49120
(800) 253-0866

s/b GS-00F-5094A 1 Oct 91

Rosemount Office Systems Inc
21785 Hamburg Ave
Lakeville, MN 55044-9035
(612) 469-4416

o/b GS-00F-5091A 1 Oct 91

Chas G Stott & Co Inc
9301 Largo Dr W
Landover, MD 20785
(301) 499-5838

s/b GS-00F-5096A 1 Oct 91

Techniques in Wood, An Eltrex Co
8 Caim St
Rochester, NY 14611
(716) 328-3800

s/b GS-00F-5072A 1 Oct 91

Tibbet Inc
155 S Superior St
PO Box 2266
Toledo, OH 43603
(419) 244-9558

s/b GS-00F-5086A 1 Oct 91

Transwaill Corp
1220 N 10th St
PO Box 1930
West Chester, PA 19380
(215) 429-1400

s/b GS-00F-5101A 1 Oct 91

Individuals Authorized to Sign Requotes

The following is a list provided by the contractors of those individuals who are authorized to sign requotes on their behalf. If a requote proposal is submitted in the name of or signed by anyone other than those authorized, the proposal is invalid and should be disqualified from further consideration:

Allsteel Inc
MD Assell
RS Broome
DT Cosgrove
JM Froisland
PK Jeska

Artopex (US) Inc
Cheryl Carmack
Mat Doonan
Deborah Hornworth
Serge MacDuff
Steve Seres

Aspects Inc
Gary Meier
Ralf G Zacky

Datum Filing Systems Inc
Stephen Potter
Thomas Potter
William Potter

Domore Corp
Don Berger
Trxie Hawley
David Kebrdie
Ellen Schrock

Flex-Y-Plan Industries Inc

Kathy Griffith
Thomas Hutzelman
Eric Pfeiffer
Donald Worthington

Haworth Inc

John C Berrett
Nancy Courser
Patrick McCarthy
Timothy McGee
Mark McKinney
Loren Schrotenboer
Laura L Vriesman
Michael Wiener

K&B Office Systems Inc

Joseph T Addabbo
Stephen L Barnes

Kimball International Marketing Inc

John Dittmer
William Farrell
Len Lorey

Knoll North America Inc

Joe Bucara
Bay Chamberlain
Robert Chevalier
Peter Cohan
Tom Farrell
Charlie Gaul
Earl Geiger
Marsha Goodman
Carri Jewell
Steve Robinson

Kruegar International Inc

John Anderson
James Falck
C Scott Fitzgerald
Herb Franz
Paul H Meeuwsen
Terry Picard
Jim Vandenberg
Vera Ward

Herman Miller Inc

Ed Charles
Ruben Derdorian
Bart Franey
Elsie Friborg
David Gillman
Dawn Johnson
Milt Knee
Mike Kratt
Jack McDermott
Ross Rhodes
Dean Rodgers
Dave Teerman
Jim Woodcock

The Glen O'Brien Movable Partition Co Inc

R Tim Hoiting
Jim Hubachor
Donald E Jackson
Glenn Moss
Richard O'Brien
Stephen R Nichols
Patrick Schmidt
Dan Smith

Packard Industries Inc

Gerald Carlson
John DiCostanzo
Edward Mark
Louis Mark

Rosemount Office Systems Inc

Thomas F Canfield
Richard F Chaffee
Jim A Colaizy
Wayne S Doeden
Timothy Groves
Lloyd C Mollenkopf
Timothy Vaughan

Chas G Stott & Co Inc

Paul J Leonard
John J Ruthledge
Reed Smith

Techniques in Wood, An Eltrex Co

Matthew Augustine
Melody Cofield
Victor E Ruscio

Tibbet Inc

James Black
Susan F Kaplan

Transwall Corp

Hugh Aikens Jr
Jay Aikens
Thomas Bain
Gregory Schwind

PRODUCT INFORMATION

Note: Product lines under contract have already been determined to meet the following specifications and test requirements.

GENERAL SPECIFICATIONS FOR FURNITURE SYSTEMS

Scope

This description covers office furniture systems designed to provide comprehensive office furniture environments through the ability to form a variety of workstation configurations. The furniture systems consist of connecting structural panels with provisions for mounting a wide range of furniture components, panel supported and/or freestanding work surfaces and drawer pedestals meeting the requirements specified herein.

Salient Characteristics

The requirements contained herein are the minimum required features to be accepted under this contract. The manufacturer may offer additional products which are designed to enhance the function of the furniture system. Acceptance of products not specified herein is at the contracting officer's option.

General

All products furnished under this description shall be of a design and materials to withstand hard daily use with a minimum of maintenance and repair.

Panels

Panels offered under this description may include acoustical and nonacoustical, safety glazed, open, tackable, electrified and non-electrified, with or without raceways.

(a) **Flammability.** All panels offered shall have a maximum smoke development rating of 150 and a maximum spread rating of 25 when tested as specified herein. The fabric covering shall be flame resistant.

(b) **Acoustics.** All panels offered shall have a minimum noise reduction coefficient (NRC) of 0.80 when tested as specified herein. Alternatively, the acoustical panel shall have a minimum noise isolation class (NIC) of 20 in the barrier and flanking positions.

(c) **Dimensions.** Panels shall be available in a variety of heights and widths.

(d) **Raceway.** Panel raceways shall be available. Panel raceways shall be designed to provide distribution of electrical and/or communication cables. Raceways shall provide capacity for a minimum of four 25 pair cables with two connectors and the panel electrical system. The raceways on electrified panels shall provide access points for placement of receptacles. Unused access points shall be covered to prevent unsightly holes. Covers shall be replaceable or the raceway cover shall be easily replaced without disassembly of the panel.

(e) **Connections.** The panel system shall be capable of connecting in a variety of configurations including connection of panels of differing heights and connection of two, three or four panels from a single point.

(f) **Component Mounting.** The system shall provide for suspending components at varying heights on both sides of the panel.

(g) **Leveling and Alignment.** The system shall provide precise alignment of adjacent panels and shall include leveling guides to compensate for uneven floors. A minimum 3/4" adjustment range is required. When placed on a level surface with the glides fully retracted the maximum distance between the panel and the floor shall be 1".

Work Surfaces

(a) **Types.** The furniture system shall include work surfaces which are panel supported and/or freestanding. When panel supported and freestanding surfaces are offered, they shall be of similar construction and appearance and shall allow the integration of both types within a workstation. Panel supported surfaces may include cantilever and end supported. Freestanding surfaces may include open base (C- or T-leg) and panel end. Adjustable height, single and dual surface tables and printer stands designed for support of computers and other ADP equipment are acceptable.

(b) **Construction.** Top surfaces shall be high-pressure plastic laminate or wood veneer. The top shall be balanced to resist warping, and the underside shall be smoothly finished. Edges shall be post formed, solid wood, vinyl T-molding or self edge. When self edging is used, the corners shall be cased.

(c) **Dimensions.** The system shall include work surface depths between 18 and 30" and widths between 30 and 60". Dimensions outside these ranges are also acceptable.

Drawer Pedestals

(a) **Types.** The furniture system shall include drawer pedestals or individual drawer units that can form pedestals. Types may include surface-mounted, freestanding and mobile pedestals. Freestanding and mobile pedestals shall be designed to allow use beneath a work surface and shall not exceed 30" in height.

(b) **Drawers.** Drawer types shall include pencil or personal drawers, box drawers and file drawers.

(c) Locks. Pedestals shall be available with locks or locking devices. Units may be gang locks or may be individual drawer locks.

Shelves and Cabinets

The furniture systems shall include shelves and cabinets in at least two widths. Cabinets shall be provided with a receding door or may be formed from a shelf and separate top and door assembly. Cabinet locks shall be available.

Lateral Files and File Bins

Panel supported lateral files and file bins may be offered. Freestanding lateral files, specifically designed to be used beneath a work surface (no top surface) may be included.

Lighting

The furniture systems shall include task lighting. As a minimum, task lights shall be capable of mounting beneath a shelf or cabinet. Articulated arm task lights that are panel mounted, ambient lights and under-counter or panel-mounted lights are also acceptable. Variable intensity or adjustable task lights are also acceptable. All lights offered shall be Underwriters Laboratories (UL) approved or approved by other independent testing laboratories using recognized industry standards. Task lights shall have individual on/off switches and shall be equipped with a diffusion lens to provide glare-free light. Lights shall be shielded to prevent direct viewing of the lamp or bulb at eye level from a seated position.

Electrical System

The furniture system shall have an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system shall have a minimum capacity for three 20 amp circuits. The system shall provide access to electrical power through receptacles located in the panel raceway. The system may include desk height or desk mounted receptacles. All electrical components shall be UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

Testing

The furniture system shall be tested in accordance with the requirements listed below. All products offered by the manufacturer shall be tested in accordance with the applicable requirements, even if the product is not a required feature of the system. All testing shall be conducted in accordance with the test standard in effect at the time of the test, unless otherwise noted. Copies of the test reports shall be furnished for review. Test reports shall specifically cite the date of the test, the test procedure used, the part number(s) of the sample tested and multiple variations of the same basic construction, which are not specifically distinguished in the test standard. The representative sample shall be the worst case for the test involved.

(a) Panel Flammability. The fire test shall be conducted in accordance with ASTM Standard E-84, Standard Method of Test for Surface Burning Characteristics of Building Materials, by an independent laboratory. The test report shall be

not more than one year old, and testing shall be conducted on a yearly basis during the term of any contract. The test shall be conducted on the entire assembled panel (the complete core, adhesive, decorative fabric, frame and joining components). The test must be conducted on each different fabric, and interior construction. Alternatively, testing may be conducted in accordance with Underwriters Laboratories (UL) Standard No. 723 or National Fire Protection Association (NFPA) Standard No. 255.

(b) Fabric Flammability. Fabric flame resistance shall be tested in accordance with NFPA Standard No. 701.

(c) Panel Acoustics. The acoustical test for the NRC shall be conducted by an independent laboratory, in accordance with ASTM Standard C-423, Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method. NIC shall be measured in accordance with the General Services Administration, Public Buildings Service Standard Method of Test PBS-c.2, Procedure III-S, Test Method for the Sufficient Verification of Speech Privacy Potential (SPP) based on Objective Measurements Including Methods for the Rating of Functional Interzone Attenuation and NC Background.

The test report shall be not more than three years old at the time set for receipt of offers, and new testing shall be conducted within three years of the test date. The test shall be conducted on the entire assembled panel, full face area (the complete core, adhesive, decorative fabric, frame raceway and joining components). NRC shall utilize an average measurement over the four standard octave intervals: 250, 500, 1000 and 2000 Hz. Both sides of the panel shall be tested. The test must be conducted on each different interior construction offered as an acoustical panel.

(d) Panel Electrical System. The panel electrical system shall meet the requirements of UL Standard 1286.

(e) Panel and Panel-Supported Components. Panels and panel supported components shall be tested in accordance with the requirements of the American National Standard ANSI/BIFMA X5.6-1986. Representative items shall be selected for testing based on worst case situations (i.e., the deepest and widest work surface or shelf).

(f) Freestanding Work Surfaces. Freestanding work surfaces shall be tested in accordance with the requirements of American National Standards Institute (ANSI) standard ANSI/BIFMA X5.5-1989, with the following exceptions:

(1) For open base tables, the deflection under load and the permanent set shall be measured within 1" of the front corners as well as within 1" of the front edge at the center of the top. The maximum deflection under load at the corners shall not exceed 0.30". The total deflection at the center shall not exceed 0.010" per inch of top length. The permanent set shall not exceed 0.06" at the leg and 0.002" per inch of top length at the center.

(2) The leg impact test shall be conducted with the weight striking the table leg at the most forward point of the leg.

(3) Adjustment Operation Test. The work surface shall be placed on a flat, level surface. A load shall be applied through a 12" disk, placed within 1" of the front edge of the top at the center. For a single-surface unit the load shall be 300 lb. For a dual surface stand the load shall be 75 lb for the keyboard surface and 200 lb for the CRT surface. The stand shall be operated through the entire adjustment range, without binding or damage to the mechanism. The load shall then be moved to within 1" of the left or right edge of the stand and the test repeated.

(g) Freestanding and Mobile Pedestals. Drawer pedestals shall be tested in accordance with Sections 6, 7, 8, 9, 16 and 17 of ANSI/BIFMA X5.5-1989 with the following exceptions:

(1) Data printout file drawers shall be loaded with 2-1/4 lb per linear inch of depth.

(2) The stability test, Sections 13, shall be conducted with all drawers empty, except the drawer with the largest capacity which shall be loaded in as specified in 13.23. Any devices used to maintain the stability of the unit, such as counterweights, shall be included in all products furnished under the contract.

(3) Caster Durability Test. The pedestal shall be loaded with two lb per linear inch in all drawers (not including convenience tray). The complete unit shall be pushed forward and pulled backward over a barrier strip 1/8" high, minimum, at a rate of 7 to 10 cycles per minute for 20,000 cycles. One cycle is a forward and backward stroke. Structural failure, damage, deformation or loosening of parts that affect stability or serviceability or could cause personal injury to a user is cause for rejection.

(h) Keyboard Drawer or Shelf Test. Apply a 50-lb load to the center of the keyboard shelf for a period of five minutes. Any loosening of attachments, permanent deflection or damage to the operation of the drawer or shelf shall be cause for rejection.

GENERAL SPECIFICATIONS FOR WORKSTATION CLUSTERS

Scope

This description covers office workstation clusters. The clusters consist of connecting, structural panels with provisions for mounting a range of furniture components, panel supported and/or freestanding work surfaces and drawer pedestals meeting the requirements specified herein. The cluster is based on a fixed unit designed to provide three, four, five or six workstations arranged around a central point or core.

Design

The workstation cluster shall be ergonomically designed to provide an aesthetically pleasing, space efficient, self-contained grouping of workstations designed and marketed as an integral unit for heavy-duty, long-term office use.

Salient Characteristics

The requirements contained herein are the minimum required features to be accepted under this contract. The

manufacturer may offer additional products which are designed to enhance the function of the cluster. Acceptance of products not specified herein is at the contracting officer's option.

General

All products furnished under this description shall be of a design and materials to withstand hard daily use with a minimum of maintenance and repair.

Panels

Panels offered under this description may include acoustical and nonacoustical, glazed, tackable.

(a) Flammability. All panels offered shall have a maximum smoke development rating of 150 and a maximum flame spread rating of 25 when tested as specified herein. Fabric coverings shall be flame resistant.

(b) Acoustics. Acoustical panels shall have a minimum noise reduction coefficient (NRC) of 0.80 when tested as specified herein. Alternatively, the acoustical panels shall have a minimum noise isolation class (NIC) of 20 in the barrier and flanking positions.

(c) Dimensions. Panels shall be available in a variety of heights.

(d) Component Mounting. The cluster shall allow suspending components on both sides of the shared panels.

(e) Leveling and Alignment. The cluster shall provide precise alignment of adjacent panels and shall include leveling glides to compensate for uneven floors. A minimum 3/4" adjustment range is required. When placed on a level surface with the glides fully retracted the maximum distance between the panel and the floor shall be 1".

Work Surfaces

(a) Types. The workstation cluster shall include work surfaces that are panel supported and/or freestanding. When panel-supported and freestanding surfaces are offered, they shall be of similar construction and appearance and shall allow the integration of both units within a workstation. Freestanding surfaces may include open base (C- or T-leg) and panel end. Dual surface units designed for support of computers or other ADP equipment are acceptable.

(b) Construction. Top surface shall be high-pressure plastic laminate or wood veneer. The top shall be balanced to resist warping, and the underside shall be smoothly finished. Edges shall be post formed, solid wood, vinyl T-molding or self-edge. When self-edging is used, the corners shall be eased.

Drawer Pedestals

(a) Types. The workstation cluster shall include drawer pedestals or individual drawer units which can form pedestals. Types may include surface mounted, freestanding and mobile pedestals. Freestanding and mobile pedestal shall be designed to allow use beneath a work surface and shall not exceed 30" in height.

(b) Drawers. Drawer types shall include pencil or personal drawers, box drawers and file drawers.

(c) Locks. Pedestals shall be available with locks or locking devices. Units may be gang locked or may have individual drawer locks.

Shelves and Cabinets

The workstation clusters shall include shelves and cabinets in at least two widths. Cabinets shall be provided with a recessed door or may be formed from a shelf and separate top and door assembly. Cabinet locks shall be available.

Lighting

The workstation clusters shall include task lighting. As a minimum the task lighting shall be capable of mounting beneath a shelf or cabinet. Articulating arm task lights that are panel mounted, ambient lights and under-counter or panel-mounted lights are also acceptable. Variable intensity or adjustable task lights are also acceptable. All lights offered shall be Underwriters Laboratories (UL) approved or approved by other independent testing laboratories using recognized UL standards. Task lights shall have individual on/off switches and shall be equipped with a diffusion lens to provide glare-free light. Lights shall be shielded to prevent direct viewing of the lamp or bulb at eye level from a seated position.

Electrical System

The workstation cluster shall have an electrical system capable of distributing electrical service to the workstations from a central feed point. The system shall provide access to the electrical system through receptacles located in the panels or panel raceway. The cluster may include desk height or desk-mounted receptacles. All electrical components shall be UL listed and labeled or tested and labeled by other independent laboratories using recognized industry standards.

Testing

The furniture system shall be tested in accordance with the requirements listed below. All products offered by the manufacturer shall be tested in accordance with the applicable requirements, even if the product is not a required feature of the system. All testing shall be conducted in accordance with the test standard in effect at the time of the test, unless otherwise noted below. Copies of the test reports shall be furnished for review. Test reports shall specifically cite the date of the test, the test procedure used, the part number(s) of the sample tested and multiple variations of the same basic construction, which are not specifically distinguished in the test standard. The representative sample shall be the worst case for the test involved.

(a) Panel Flammability. The fire test shall be conducted in accordance with ASTM Standard E-84, Standard Method of Test for Surface Burning Characteristics of Building Materials, by an independent laboratory. The test report shall be not more than one year old, and testing shall be conducted on a yearly basis during the term of any contract. The test shall be conducted on the entire assembled panel (the complete core, adhesive, decorative fabric, frame and joining

components). The test must be conducted on each different fabric, and interior construction. Alternatively, testing may be conducted in accordance with Underwriters Laboratories (UL) Standard No. 723 or National Fire Protection Association (NFPA) Standard No. 255.

(b) Fabric Flammability. Fabric flame resistance shall be tested in accordance with NFPA Standard No. 701.

(c) Panel Acoustics. The acoustical test for the NRC shall be conducted by an independent laboratory, in accordance with ASTM Standard C-423, Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method. NIC shall be measured in accordance with the General Services Administration, Public Buildings Service Standard Method of Test PBS-c.2, Procedure III-S, Test Method for the Sufficient Verification of Speech Privacy Potential (SPP) based on Objective Measurements Including Methods for the Rating of Functional Interzone Attenuation and NC Background.

The test report shall be not more than three years old at the time set for receipt of offers, and new testing shall be conducted within three years of the test date. The test shall be conducted on the entire assembled panel, full face area (the complete core, adhesive, decorative fabric, frame raceway and joining components). NRC shall utilize an average measurement over the four standard octave intervals: 250, 500, 1000 and 2000 Hz. Both sides of the panel shall be tested. The test must be conducted on each different interior construction offered as an acoustical panel.

(d) Panel Electrical System. The panel electrical system shall meet the requirements of UL Standard 1286.

(e) Panel and Panel Supported Components. Panels and panel-supported components shall be tested in accordance with the requirements of the American National Standard ANSI/BIFMA X5.6-1986. Representative items shall be selected for testing based on worst case situations (i.e., the deepest and widest work surface or shelf).

(f) Freestanding Work Surfaces. Freestanding work surfaces shall be tested in accordance with the requirements of American National Standards Institute (ANSI) standard ANSI/BIFMA X5.5-1989, with the following exceptions:

(1) For open base tables, the deflection under load and the permanent set shall be measured within 1" of the front corners as well as within 1" of the front edge at the center of the top. The maximum deflection under load at the corners shall not exceed 0.30". The total deflection at the center shall not exceed 0.010" per inch of top length. The permanent set shall not exceed 0.06" at the leg and 0.002" per inch of top length at the center.

(2) The leg impact test shall be conducted with the weight striking the table leg at the most forward point of the leg.

(3) Adjustment Operation Test. The work surface shall be placed on a flat, level surface. A load shall be applied through a 12" disk, placed within 1" of the front edge of the top at the center. For a single-surface unit the load shall be

300 lb. For a dual-surface stand the load shall be 75 lb for the keyboard surface and 200 lb for the CRT surface. The stand shall be operated through the entire adjustment range, without binding or damage to the mechanism. The load shall then be moved to within 1" of the left or right edge of the stand and the test repeated.

(g) Freestanding and Mobile Pedestals. Drawer pedestals shall be tested in accordance with Sections 6, 7, 8, 9, 16 and 17 of ANSI/BIFMA X5.5-1989 with the following exceptions:

(1) Data printout file drawers shall be loaded with 2-1/4 lb per linear inch. of depth.

(2) The stability test, Section 13, shall be conducted with all drawers empty, except the drawer with the largest capacity, which shall be loaded in as specified in 13.23. Any devices used to maintain the stability of the unit, such as counterweights, shall be included in all products furnished under the contract.

(3) Caster Durability Test. The pedestal shall be loaded with two lb per linear inch in all drawers (not including convenience tray). The complete unit shall be pushed forward and pulled backward over a barrier strip 1/8" high, minimum, at a rate of 7 to 10 cycles per minute for 20,000 cycles. One cycle is a forward and backward stroke. Structural failure, damage, deformation or loosening of parts which affect stability or serviceability or could cause personal injury to a user is cause for rejection.

(h) Keyboard Drawer or Shelf Test. Apply a 50-lb load to the center of the keyboard shelf for a period of five minutes. Any loosening of attachments, permanent deflection or damage to the operation of the drawer or shelf shall be cause for rejection.

Note

Standards are available from:

ANSI

American Standards Institute Inc
1430 Broadway
New York, NY 10018

ASTM

American Society for Testing and Materials
1916 Race St
Philadelphia, PA 19103

NFPA

National Fire Protection Association
Batterymarch Park
Quincy, MA 02269

UL

Underwriters Laboratories Inc
333 Pfingston Rd
Northbrook, IL 60062

SAMPLE

Request for Quotations (for use with requirements in excess of \$125,000 government net)

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		The Notice of Small Business-Small Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.		PAGE 1 OF 4 PAGES
1. REQUEST NO. 90-02-130	2. DATE ISSUED 8/5/90	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER EO 6A REG. 2 AND/OR DMS REG. 1	RATING
5A. ISSUED BY Department of Paperwork Procurement Division 120 Park St. Washington, DC 20051			6. DELIVER BY (Date) 12/1/90	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Contract Specialist (701) 995-3100			7. DELIVERY <input checked="" type="checkbox"/> FOR DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
8. TO. NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) SABR AS SA	

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (Date) 8/21/90 4:30PM EDT	11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
---	---

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotations must be completed by the quote.

12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	This request for quotations is issued pursuant to the procedures established under GSA Federal Supply Schedule 71, Part II, Section E.				
	The Department of Paperwork solicits quotation of discounts under GSA contract terms on the following furniture systems requirement: Workstations composed of components in attached drawings per specifications under FSS 71, Part II, Section E with any exceptions noted _____)				
	WORKSTATION "A"	75	EA	\$ _____	\$ _____
	WORKSTATION "B"	60	EA	\$ _____	\$ _____
	WORKSTATION "C"	50	EA	\$ _____	\$ _____
	WORKSTATION "D"	150	EA	\$ _____	\$ _____
	WORKSTATION "E"	70	EA	\$ _____	\$ _____

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%

NOTE: Reverse must also be completed by the quote.

14. NAME AND ADDRESS OF QUOTE (Name, city, county, State and ZIP Code)	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER (Type or print)	18. TELEPHONE NO. (Include area code)

NSN 7540-01-152-9083
PREVIOUS EDITION NOT USABLE

18-119

STANDARD FORM 18 (REV. 10-63)
Prescribed by GSA
FAR (48 CFR) 53.215-1(a)

SAMPLE

Request for Quotations - Continuation Sheet

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE OF																																																															
		90-02-130		2 4																																																															
NAME OF OFFEROR OR CONTRACTOR																																																																			
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																																																														
	<p>Responding companies shall furnish a parts list complete w/list pricing all products accepted under GSA contract that will make up each workstation.</p> <p>Delivery requirements are as follows: 30 Stations A 25 Stations A 30 Stations B 30 Stations B 25 Stations C 25 Stations C 75 Stations D 75 Stations D 20 Stations E by 12/1/90 50 Stations E by 1/15/91</p> <p>Design Hours _____ @ \$ _____ per hour (not to exceed the hourly rate accepted under GSA contract).</p> <p>Installation Conditions: Installation is at 120 Park St., Washington, DC on the 5th and 6th floors. There is a loading dock that can accommodate up to four 40' trailers. Two of these spaces may be reserved if the department is given 24 hours notice. There are two freight elevators for use. The first phase (due by 12/1/90) must be installed at night.</p> <p>Installation \$ _____.</p> <p>Interested companies may obtain floor plans at a prequote walk-through of the installation area on August 12 at the site-120 Park St., Washington, DC, Rm 501.</p> <p>Contact _____ on _____ for further information/questions.</p> <p>Method of Order Placement: An order will be placed with the vendor with the lowest TOTAL WEIGHTED PRICE. The total weight price will be arrived at by the following formula: Total Discounted Price X Technical Score = Weight Factor. Weighted Factor + Total Discounted Price = Initial Weighted Price for Supplies.</p> <p>Design Cost + Installation Cost X Designer/Installer Score Factor = Weight Factor for Design/Installation. Weight Factor for Design/Installation + Design Cost + Installation Cost = Initial Weighted Price for Services.</p> <p>Initial Weighted Price for Supplies + Initial Weighted Price for Services = TOTAL WEIGHTED PRICE.</p> <p>See example below:</p> <table border="0"> <tr> <td><u>TOTAL DISCOUNTED PRICE</u></td> <td>X</td> <td><u>TECHNICAL SCORE FACTOR</u></td> <td>=</td> <td><u>WEIGHT FACTOR</u></td> </tr> <tr> <td>\$350,000</td> <td></td> <td>0.215</td> <td></td> <td>\$75,250</td> </tr> <tr> <td><u>WEIGHT FACTOR</u></td> <td>+</td> <td><u>TOTAL DISCOUNTED PRICE</u></td> <td>=</td> <td><u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u></td> </tr> <tr> <td>75,250</td> <td></td> <td>\$350,000</td> <td></td> <td>\$425,250</td> </tr> </table> <table border="0"> <tr> <td><u>DESIGN COST</u></td> <td>+</td> <td><u>INSTALLATION COST</u></td> <td>X</td> <td><u>SCORE FACTOR</u></td> <td>=</td> <td><u>DESIGN/INSTALLATION</u></td> </tr> <tr> <td>7500</td> <td></td> <td>\$24,000</td> <td></td> <td>0.05 (SCORE OF 5)</td> <td></td> <td>\$1575</td> </tr> <tr> <td><u>WEIGHT FACTOR FOR DESIGN/INSTALL.</u></td> <td>+</td> <td><u>DESIGN COST</u></td> <td>+</td> <td><u>INSTALLATION COST</u></td> <td>=</td> <td><u>INITIAL WEIGHTED PRICE FOR SERVICES</u></td> </tr> <tr> <td>1575</td> <td></td> <td>\$7500</td> <td></td> <td>\$24,000</td> <td></td> <td>\$33,075</td> </tr> <tr> <td><u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u></td> <td>+</td> <td><u>INITIAL WEIGHTED PRICE SERVICES</u></td> <td>=</td> <td><u>TOTAL WEIGHTED PRICE</u></td> <td></td> <td>\$458,325</td> </tr> <tr> <td>\$425,250</td> <td></td> <td>\$33,075</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<u>TOTAL DISCOUNTED PRICE</u>	X	<u>TECHNICAL SCORE FACTOR</u>	=	<u>WEIGHT FACTOR</u>	\$350,000		0.215		\$75,250	<u>WEIGHT FACTOR</u>	+	<u>TOTAL DISCOUNTED PRICE</u>	=	<u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u>	75,250		\$350,000		\$425,250	<u>DESIGN COST</u>	+	<u>INSTALLATION COST</u>	X	<u>SCORE FACTOR</u>	=	<u>DESIGN/INSTALLATION</u>	7500		\$24,000		0.05 (SCORE OF 5)		\$1575	<u>WEIGHT FACTOR FOR DESIGN/INSTALL.</u>	+	<u>DESIGN COST</u>	+	<u>INSTALLATION COST</u>	=	<u>INITIAL WEIGHTED PRICE FOR SERVICES</u>	1575		\$7500		\$24,000		\$33,075	<u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u>	+	<u>INITIAL WEIGHTED PRICE SERVICES</u>	=	<u>TOTAL WEIGHTED PRICE</u>		\$458,325	\$425,250		\$33,075								
<u>TOTAL DISCOUNTED PRICE</u>	X	<u>TECHNICAL SCORE FACTOR</u>	=	<u>WEIGHT FACTOR</u>																																																															
\$350,000		0.215		\$75,250																																																															
<u>WEIGHT FACTOR</u>	+	<u>TOTAL DISCOUNTED PRICE</u>	=	<u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u>																																																															
75,250		\$350,000		\$425,250																																																															
<u>DESIGN COST</u>	+	<u>INSTALLATION COST</u>	X	<u>SCORE FACTOR</u>	=	<u>DESIGN/INSTALLATION</u>																																																													
7500		\$24,000		0.05 (SCORE OF 5)		\$1575																																																													
<u>WEIGHT FACTOR FOR DESIGN/INSTALL.</u>	+	<u>DESIGN COST</u>	+	<u>INSTALLATION COST</u>	=	<u>INITIAL WEIGHTED PRICE FOR SERVICES</u>																																																													
1575		\$7500		\$24,000		\$33,075																																																													
<u>INITIAL WEIGHTED PRICE FOR SUPPLIES</u>	+	<u>INITIAL WEIGHTED PRICE SERVICES</u>	=	<u>TOTAL WEIGHTED PRICE</u>		\$458,325																																																													
\$425,250		\$33,075																																																																	

FORM 7340-01-103-8047
PREVIOUS EDITIONS OBSOLETE

36-109

© GPO : 1984 O - 441-275 (212)

STANDARD FORM 36 (REV. 10-63)
Prescribed by GSA
FAR (48 CFR) 53.111

SAMPLE

Sample Method Evaluation

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor A:	Station 1	4800	65%	1680	50	\$84,000.00
	Station 2	5550	65%	1925	100	192,500.00
	Station 3	6000	65%	2100	20	<u>42,000.00</u>
						\$318,500.00

Technical Score 20	Design Hours 50	@ 40.00	2000
	Installation		12,750

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor B:	Station 1	5100	67%	1683	50	\$84,150.00
	Station 2	6000	67%	1980	100	198,000.00
	Station 3	6700	67%	2211	20	<u>44,200.00</u>
						\$326,350.00

Technical Score 14	Design Hours 30	@ 35.00	1050
	Installation		13,050

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor C:	Station 1	4950	60%	1980	50	\$99,000.00
	Station 2	5650	60%	2260	100	226,000.00
	Station 3	6195	60%	2478	20	<u>49,560.00</u>
						\$374,560.00

Technical Score 23	Design Hours 50	@ 35.00	1750
	Installation		22,475

The total price for stations 1, 2 and 3 (per vendor) will then be weighted by the applicable technical evaluation score factor to determine the initial weighted price.

	Total Price Stations 1-3	Technical Score Factor			Total Price Stations 1-3	Initial Weighted Price
Vendor A	\$318,500	X 0.20	=	63,700.00	+	\$318,500
Vendor B	\$326,350	X 0.14	=	45,689.00	+	\$326,350
Vendor C	\$374,560	X 0.23	=	86,148.80	+	\$374,560
						= \$382,200.00
						= \$372,039.00
						= \$460,708.80

The initial weighted price is then added to the design cost and the installation cost to arrive at the final weighted price.

	Weighted Price		Design Cost		Installation Cost		Final Weighted Price
Vendor A	\$382,200.00	+	\$2000	+	\$12,750	=	\$396,950.00
Vendor B	\$372,039.00	+	\$1050	+	\$13,050	=	\$386,139.00
Vendor C	\$460,708.80	+	\$1750	+	\$22,475	=	\$484,933.80

In the example, contractor B is the evaluated low offeror and should be the successful offeror on this project.

Agencies may choose to further weigh the requested pricing by applying a service evaluation score if they include the requirement in the RFQ (Request for Quotations). If agencies choose to apply the service evaluation score, the application and criteria are entirely the responsibility of the using activity.

A sample form Request for Quotations is included in this schedule. It includes certain provisions such as method of award and general technical review language. This is only intended as a guide and is not meant to be all inclusive.

SAMPLE

Sample Method Evaluation for Leasing

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor A:	Station 1	4800	65%	1680	50	\$84,000.00
	Station 2	5550	65%	1925	100	192,500.00
	Station 3	6000	65%	2100	20	42,000.00
						<u>\$318,500.00</u>

Technical Score 20	Design Hours 50		@ 40.00	2000
	Installation			12,750

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor B:	Station 1	5100	67%	1683	50	\$84,150.00
	Station 2	6000	67%	1980	100	198,000.00
	Station 3	6700	67%	2211	20	44,200.00
						<u>\$326,350.00</u>

Technical Score 14	Design Hours 30		@ 35.00	1050
	Installation			13,050

		<u>List</u>	<u>Disc</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Vendor C:	Station 1	4950	60%	1980	50	\$99,000.00
	Station 2	5650	60%	2260	100	226,000.00
	Station 3	6195	60%	2478	20	49,560.00
						<u>\$374,560.00</u>

Technical Score 23	Design Hours 50		@ 35.00	1750
	Installation			22,475

	<u>Discounted</u>	<u>Technical</u>	<u>Weight</u>		<u>Discounted</u>	<u>Weighted</u>
	<u>Purchase Price</u>	<u>Score Factor</u>	<u>Factor</u>		<u>Purchase Price</u>	<u>Purchase Price</u>
Vendor A	\$318,500	X 0.20 =	63,700.00	+	\$318,500	= \$382,200.00
Vendor B	\$326,350	X 0.14 =	45,689.00	+	\$326,350	= \$372,039.00
Vendor C	\$374,560	X 0.23 =	86,148.80	+	\$374,560	= \$460,708.80

	<u>Weighted</u>	<u>Lease Rate</u>		<u>Lease Term</u>	<u>Anticipated</u>
	<u>Purchase Price</u>	<u>Factor</u>		<u>(No. of Months)</u>	<u>Lease Cost</u>
Vendor A	\$382,200.00	X 0.0307 =	11,733.54	X	50 = \$463,635.04
Vendor B	\$372,039.00	X 0.0350 =	13,021.36	X	50 = \$468,760.96
Vendor C	\$460,708.80	X 0.0310 =	14,281.97	X	36 = \$514,150.92

	<u>Anticipated</u>	<u>Residual Value % of</u>		<u>Evaluated Overall</u>
	<u>Lease Cost</u>	<u>Discounted Purchase Price</u>		<u>Lease Cost</u>
Vendor A	\$463,635.04	+ \$31,850 (10% of \$318,500)	=	\$495,535.04
Vendor B	\$468,760.96	+ \$39,162 (12% of \$326,350)	=	\$507,930.96
Vendor C	\$514,150.92	+ \$56,184 (15% of \$374,560)	=	\$570,334.92

Weighted or unweighted design and installation prices must be added to Evaluated Overall Lease Cost to determine overall low offeror.

SAMPLE

Request for Quotation - Continuation Sheet

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE OF													
		90-02-130		4 4													
NAME OF OFFEROR OR CONTRACTOR																	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT												
<p>EVALUATION CRITERIA</p> <p>Elements which are dependent on local conditions will receive a weighting factor. The weighted score will be applied to the weighted bid price to give a final weighted price which will determine the successful bidder.</p> <p>Provide a short synopsis of the experience of the design organization and the installer that will be working on this job if you are the successful offeror. Included as a part of this synopsis, provide 3 references for the designer and 3 references for the installer on project over \$250,000 within the past 2 years in the (insert geographic area). Include data on the project size (number of workstations and dollar value), date and extent of design/installation involved. It is essential that the point of contact for the references be familiar with the project details and that current telephone numbers be provided.</p> <p>ELEMENTS</p> <p>A. Designer project experience</p> <p>0-Designer has significant experience on several major projects.</p> <p>3-Designer has some experience on a few major projects and some experience on minor projects.</p> <p>6-Designer has minimal experience in major projects and some experience on minor projects.</p> <p>B. Installer project experience</p> <p>0-Installer has significant experience on several major projects.</p> <p>3-Installer has some experience on a few major projects and some experience on minor projects.</p> <p>6-Installer has minimal experience in major projects and some experience on minor projects.</p> <p>EVALUATION SCORING</p> <table border="1"> <thead> <tr> <th>Element</th> <th>Element Weighting</th> <th>Point Score 0 to 6</th> <th>Weighted Point Score</th> </tr> </thead> <tbody> <tr> <td>A. Designer project experience</td> <td>3</td> <td>X</td> <td></td> </tr> <tr> <td>B. Installer project experience</td> <td>2</td> <td>X</td> <td></td> </tr> </tbody> </table>						Element	Element Weighting	Point Score 0 to 6	Weighted Point Score	A. Designer project experience	3	X		B. Installer project experience	2	X	
Element	Element Weighting	Point Score 0 to 6	Weighted Point Score														
A. Designer project experience	3	X															
B. Installer project experience	2	X															

NSN 7540-01-123-0017
PREVIOUS EDITIONS OBSOLETE

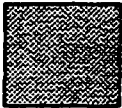
24-109

GPO : 1984 O - 641-275 (312)

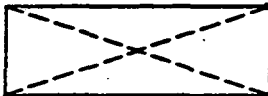
STANDARD FORM 38 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.111

PRODUCT ILLUSTRATIONS

LEGEND



Pedestal/Drawer Unit



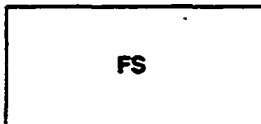
Cabinet



Shelf



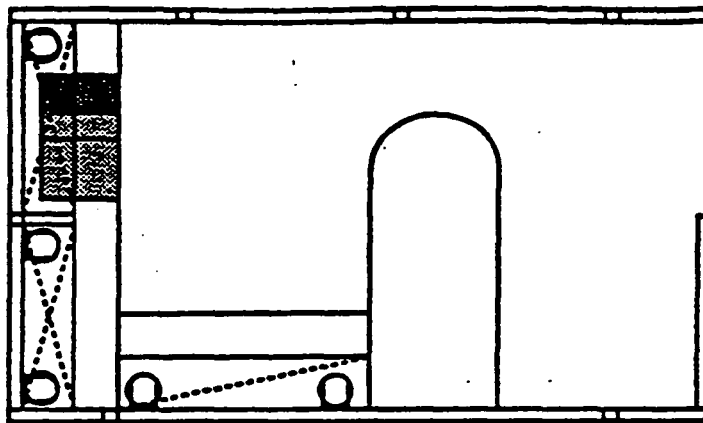
Work Surface



Freestanding Work Surface



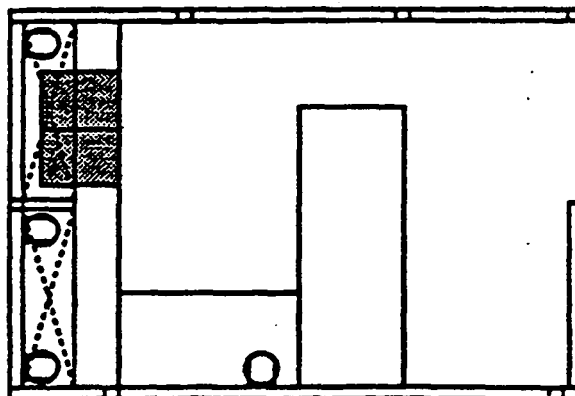
Duplex Receptacle



Manager Workstation

112 square feet

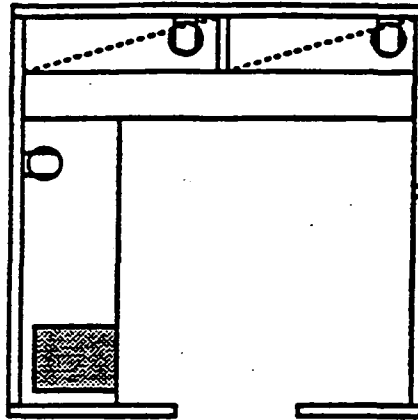
Items	Size	Quantity
Panels	75-85" h	40 linear feet
Work surfaces	24" d	13 linear feet
D-shaped convergent	72" w x 36" d	1
Cabinets w/locks		8 linear feet
Shelves		5 linear feet
Drawers w/locks	Box w/pencil tray	2
	Box	2
	File	2
Task lights		3



Supervisor Workstation

96 square feet

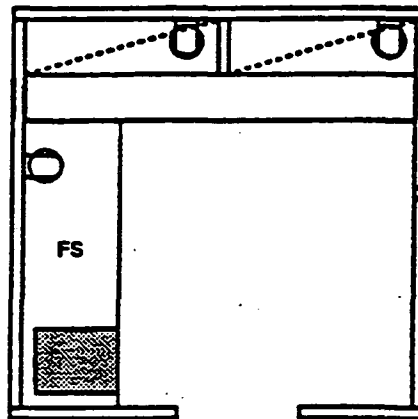
Items	Size	Quantity
Panels	65-67" h	36 linear feet
Work surfaces	24" d	18 linear feet
Cabinets w/locks		8 linear feet
Drawers w/locks	Box w/pencil tray	2
	Box	2
	File	2
Task lights		2



Professional Workstation

64 square feet

Items	Size	Quantity
Panels	65-67" h	29 linear feet
Work surfaces	24" d	14 linear feet
Cabinets w/lock		8 linear feet
Drawers w/lock	Box	1
	Box	1
	File	1
Task light		1

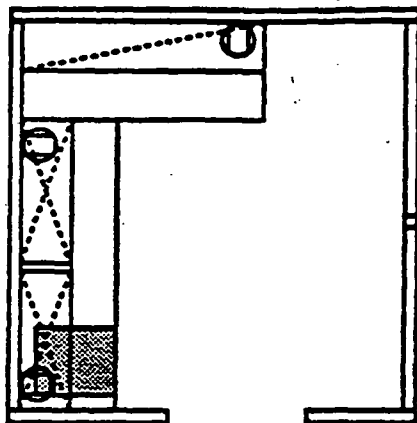


Professional Workstation

64 square feet

Items	Size	Quantity
Panels	65-67" h	29 linear feet
Work surfaces		
Panel supported	24" d	8 linear feet
Freestanding-open base	72" w x 24" d x 29" h	1
Cabinets w/lock		8 linear feet
Mobile pedestal w/lock	Box/Box/File	1
Task light		1

Note: Workstation includes a combination of panel-supported and freestanding work surfaces.

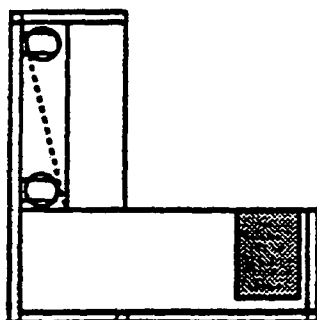


Professional Workstation

64 square feet

Items	Size	Quantity
Panels	65-67" h	29 linear feet
Freestanding work surfaces	72" w x 24" d x 29" h	1
	60" w x 24" d x 29" h	1
Cabinets w/locks		6 linear feet
Shelves		5 linear feet
Mobile pedestal w/lock	Box/Box/File	1
Task lights		2

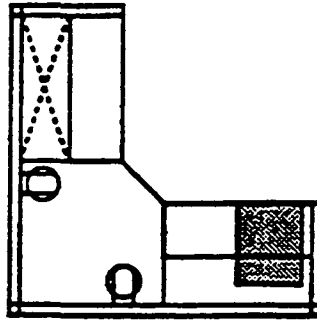
Note: This workstation includes freestanding work surfaces.



Clerical Workstation

36 square feet

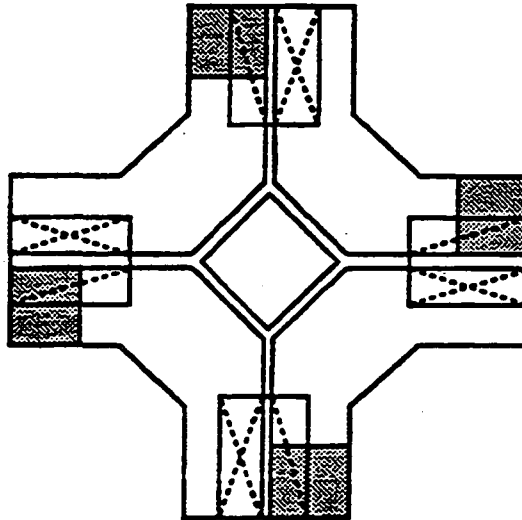
Items	Size	Quantity
Panels	60-63" h	16 linear feet
Work surfaces	24" d	10 linear feet
Shelves		4 linear feet
Drawers w/lock	Box w/pencil tray	1
	Box	1
	File	1
Task lights		1



Computer Workstation

36 square feet

Items	Size	Quantity
Panels	60-63" h	16 linear feet
Work surfaces	24" d	6 linear feet
	36" w x 24" d	1
Cabinet w/lock		3 linear feet
Shelf		3 linear feet
Drawers w/lock	Box w/pencil tray	1
	Box	1
	File	1
Task lights		2



4-Man Workstation Cluster

Items	Size	Quantity
Panels	60-62" h	As shown
Work surfaces		As shown
Cabinets w/locks	min. 30" w	4
Shelves	min. 30" w	4
Pedestals	Box w/pencil tray	4
	Box	4
	File	4
Task lights		4

FSS 71 II E, Furniture Systems

Address Change:

KNOLL NORTH AMERICA, INC
(Shaw Walker)
P.O. Box 209
921 W. Western
Muskegon, MI 49443
(616) 755-2270

o/b GS-00F-^{5079A}~~5080A~~

Mailing address for Aspects

Aspects, Inc.
P.O. Box 1799
Redlands, CA 92373

Additional Awards:

1.
SINS 512-1, 512-6 and 512-7
Teknion, Inc.
17 West Stow Rd.
P.O. Box 562
Marlton, NJ 08053
(609) 596-7608

o/b GS-00F-9024A

Individuals authorized to sign requotes:

Stephen M. Miner
Brian J. Schazinger

2.
SINS 512-1, 512-6 and 512-7
Pleion Corp.
1402 E. Chestnut Ave
Santa Ana, CA 92701
(714) 835-9101

s/b GS-00F-9014A 24 Oct 91

Individuals authorized to sign requotes:

John Lerch
Clifford Gartung
Adrian VanDonkelaar

3.

SINS 512-1, 512-6 and 512-7
Structural Concepts Corp.
17237 Van Wagoner Rd.
Spring Lake, MI 49456
(616) 846-3300

s/b GS-00F-9016A 30 Oct 91

Individuals authorized to sign requotes:

James Doss, W. David Kendrick, Russell Nagel
and Vicki Neiderheide

4.

SINS 512-1, 512-2, 512-5, 512-6, 512-7
Trendway Corp.
13467 Quincy St.
P.O. Box 9016
Holland, MI 49422-9016
(616) 399-3900

s/b GS-00F-9020A 20 Nov 91

Individuals authorized to sign requotes:

Donald Heeringa, James Heeringa, David Field,
Harlan Sprik, David VanderKooi and Char Francis

5.

SINS 512-1, 512-6 and 512-7
Cano Corp.
225 Industrial Rd.
Fitchburg, MA 01420
(508) 342-0953

s/b GS-00F-9011A 9 Dec 91

Individuals authorized to sign requotes:

Jan Kapstad

6.

The following existing contractors have been added
for SIN 512-3, Leased Furniture Systems:

Herman Miller, American Seating Co., Knoll North America, Inc.
(Westinghouse Furniture Systems), Knoll North America, Inc. (Shaw
Walker)

7.

Correction - Add Transwall Corp. to SINS 512-6 and 512-7

8. Herman Miller GS-00F-5092A - Delete the following names from list of individuals authorized to sign requotes: Milt Knee and Dean Rodgers. Add the following name: Gary Kemp

9.

Additional Award:

SINs 512-1, 512-6 and 512-7

M.S. Ginn

(Harter/Integrated Systems)

Federal Contract Division

1899 "L" Street, NW

Washington, DC 20036

(202) 467-0036

o/b GS-00F-9006A 3 Jan 92

Individuals authorized to sign requotes:

George Stone

Brian Caskie

Henry Powell

C.J. Carmmarito

10. Page 5 of the schedule under "Note" should read: Add-ons are allowed up to \$125,000.

11. Additional Award:

SINs 512-1, 512-6, 512-7

Executive Office Concepts

1705 Anderson Avenue

Compton, CA 90220

(213) 537-1657

s/b GS-00F-9002A 9 Jan 92

Individuals authorized to sign requotes:

Richard Sinclair, Frank Jeffreys, and Kenneth Maplesden

In addition to Evaluation of Requotes, Page 9: Add (c)

If an offeror's solution to the prototypical workstations results in an offer that falls below the schedule's Maximum Order Limitation (MOL), the offeror is required to offer discounts applicable to contract terms. This will be determined by comparing the total list price value of the products offered in response to the RFQ to the contractors maximum order list value under contract. Should any offer or offers be received which qualify as below the MOL, orders will be placed with the Contractor offering the lowest overall contract price. All other offers received (i.e., those offers submitted above the MOL) will be rejected from further consideration, regardless of the overall net value of the offers.

NOTICE TO ORDERING OFFICES

*Changes to the Basic Edition
Issued September 13, 1991*

FSC Group **71**
Part **II**
Section **E**
FSC Class **7110**

*Contracting Officer:
(COM)FTS: (703) 557-3840*

ADDITIONAL AWARDS

Haworth Inc., an existing contractor, has been added for SIN 512-3, "Leased Furniture Systems."

The following contractors have been added for SINs 512-1, 512-6 and 512-7:

American Seating Co
901 Broadway NW
Grand Rapids, MI 49504
(616) 732-6600

o/b GS-00F-9021A 2 Oct 91

Individuals Authorized to Sign Requotes:
Bruce Benedict, Robert Benedict, Richard Brom, John Godwin,
Matt Hinueber, Al Mayne, John Meroin, Jim Stelly, Dennis
Tarrant, Jim Van Stee and Nelson Wilfore

GF Office Furniture Ltd
PO Box 1108
Youngstown, OH 44501
(216) 759-8888

o/b GS-00F-9017A 8 Oct 91

Individuals Authorized to Sign Requotes:
AH Brogan and James Hildebrand

The Harter Group
2200 Wilson Blvd
#405
Arlington, VA 22201
(703) 522-6773

s/b GS-00F-9023A 7 Oct 91

Individuals Authorized to Sign Requotes:
Richard Berdah and Stuart R Foster

Knoll North America Inc
Westinghouse Furniture Systems Div
4300 36th St SE
Grand Rapids, MI 49518
(616) 949-1050

o/b GS-00F-5100A 1 Oct 91

Individuals Authorized to Sign Requotes:
Joe Bucara, Bay Chamberlain, Robert Chevalier, Peter Cohen,
Tom Farrell, Charlie Gaul, Earl Geiger, Marsha Goodman, Carri
Jewell and Steve Robinson

The Marvel Group Inc
Quorum Office Furniture Div
3800 W 44th St
Chicago, IL 60632
(312) 523-8968

o/b GS-00F-5098A 1 Oct 91

Individuals Authorized to Sign Requotes:
Mark Ciabattari, Donald H Cutlip, Roger E Hayes Jr, Roger E
Hayes Sr and Vernon S Schroeder

Steelcase Inc
901 44th St SE
PO Box 1967
Grand Rapids, MI 49501
(616) 246-9463

o/b GS-00F-5093A 1 Oct 91

Individuals Authorized to Sign Requotes:
Greg Engelsma, Georgia Everse, Kim Gilpin, Larry Leete, John
Monroe, Dave O'Brien and Jim Vanderkodde

The following contractor has been added for SINs 512-1, 512-2,
512-6 and 512-7:

Tab Products Co
1400 Page Mill Rd
Palo Alto, CA 94304
(301) 229-9400

o/b GS-00F-9018A 8 Oct 91

Individuals Authorized to Sign Requotes:
Pauline Beale, Ken Disselkoen, James Gibson, David Price,
Rick Saunders and Tom Stacy

CORRECTION TO SPECIAL PROVISIONS

The Requote Procedure

GSA is available to perform your requote requirements. Agencies that require assistance in performing their requotes should submit their requirements to:

GSA/FSS
Furniture Center (3FNS-B[CO])
Washington, DC 20406

CHANGE TO AUTHORIZED SIGNERS

Cheryl Carmack has been removed from the list of individuals authorized to sign requotes for **Artopex (US) Inc.**
GS-00F-5074A.

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
Warehouse 4, Dock 1
PO Box 6477
Ft Worth, TX 76115

Official Business
Penalty for Private Use \$300

00SC 7167

474222202008
GSA 3FN SYS MGMT DIV
ATTN:PAT WILLS CM 4 RM 403
1941 JEFFERSON DAVIS HWY
ARLINGTON VA 22202



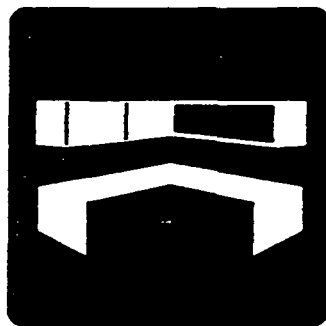
Postage and Fees Paid
General Services
Administration
GSA-361

FIRST CLASS

Federal Supply Schedule

General Services Administration

SAMPLE



Amendment No. 1

February 3, 1992

Furniture Systems

Systems Furniture, Workstation
Clusters, Demountable Walls and
Leased Systems Furniture and
Workstation Clusters

<i>FSC Group</i>	71
<i>Part</i>	II
<i>Section</i>	E
<i>FSC Class</i>	7110

Multiple Award

*For the period
October 1, 1991
through
September 30, 1996*

This document is to be
used in conjunction with
the Basic Edition issued
September 13, 1991..



HOW TO GET ASSISTANCE

GSA CONTACTS

Contracting Officer

General Services Administration (3FCNS-B-CO)
(FSC Group 71 Part II Section E)
Washington, DC 20406
COM: (703) 305-5840
FTS: 365-5840

For Additional Copies of Schedules

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115
(COM)FTS: (817) 334-5215
AUTOVON: 739-7369

For General Information

General Services Administration
FSS Information Center (FCOS)
Washington, DC 20406
COM: (703) 305-6477
FTS: 365-6477
AUTOVON: 327-1022

SIGNIFICANT CHANGES

ADDITIONAL AWARDS

Cano Corp
DO3 Systems Inc
Executive Office Concepts
MS Ginn
Pleion Corp
Structural Concepts Corp
Teknion Inc
Trendway Corp

MODIFICATIONS TO CURRENT CONTRACTS

The following contracts now include SIN 512-3:

American Seating Co
Haworth Inc
Herman Miller Inc
Knoll North America Inc (Shaw Walker)
Knoll North America Inc (Westinghouse Furniture Systems)

The following contract now includes SINS 512-6 and 512-7:

Transwall Corp

REQUOTE AUTHORIZATION CHANGES

Herman Miller Inc (GS-00F-5092A) has revised its "Individuals Authorized to Sign Requotes" section. See page 5 of this amendment.

CORRECTIONS

On page 5 of the basic edition, the "Note" should read:
Add-ons are allowed up to \$125,000.

On page 9 of the basic edition, "Evaluation of Requotes," add:

(c) If an offeror's solution to the prototypical workstations results in an offer that falls below the schedule's Maximum Order Limitation (MOL), the offeror is required to offer discounts applicable to contract terms. This will be determined by comparing the total list price value of the products offered in response to the RFQ to the contractor's maximum order list value under contract. Should any offer or offers be received which qualify as below the MOL, orders will be placed with the contractor offering the lowest overall contract price. All other offers received (i.e., those offers submitted above the MOL) will be rejected from further consideration, regardless of the overall net value of the offers.

ADDRESS AND PHONE NUMBER CHANGES

Please note the following address and phone number changes:

Aspects Inc
PO Box 1799
Redlands, CA 92373

Knoll North America Inc
(Shaw Walker)
PO Box 209
921 W Western
Muskegon, MI 49443
(616) 755-2270

SUPPLIES AND/OR SERVICES

Commodity Listing Information

■ *Special Item Numbers.*

■ *Descriptions.*

■ *Brand names and awarded contractors. Brand names are listed alphabetically on the left, with contractors listed in boldface immediately following on the right. For example:*

Brand Name—**Contractor**

See the "Contractors" section for complete contractor names, addresses, telephone numbers, contract numbers and contract effective dates.

Note to Ordering Agencies

This schedule covers the procurement of entire workstations and is not to be utilized for the purchase of individual component items (e.g., panels only or task tables only). Individual components may be purchased separately, but only as supplements to or replacement pieces for existing Furniture Systems Installation. Justification should appear on file for such purchases.

Furniture Systems

512-1

Furniture Systems

In accordance with FCNE 87-441.

A system of furniture components designed to provide a comprehensive office furniture environment through the ability to create a variety of workstation configurations. The furniture system is based on interconnecting, structural panels as a central, integrating element. In addition, the system shall include panel-supported storage, task management devices, electrical and wire management components and panel-supported and/or freestanding work surfaces.

Cano—Cano Corp

DO3 Systems—DO3 Systems Inc

Executive Office Concepts—Executive Office Concepts

Harter Integrated Systems—MS Ginn Co

Pleion—Pleion Corp

Structural Concepts—Structural Concepts Corp

Teknion—Teknion Inc

Space Management Systems—Trendway Corp

512-2**Workstation Clusters**

In accordance with FCNE 87-442.

A fixed group of workstations arranged around a central point or core. Clusters shall be available in three, four, five and six station groups. The cluster shall be a basic unit providing the specified number of stations and including panels and work surfaces. The cluster station may be expanded but not reconfigured. Fractional clusters to provide improved space utilization may be provided. Work surfaces may be panel supported or freestanding. The cluster system shall include overhead storage units, drawer pedestals, lighting and electrical and wire management.

Trendway Corp – Trendway Corp

512-3**Leased Furniture Systems**

American Seating – American Seating Co

Haworth – Haworth Inc

Herman Miller – Herman Miller Inc

Shaw Walker – Knoll North America Inc

Westinghouse Furniture Systems – Knoll North America Inc

512-4**Leased Workstation Clusters**

Award Pending

512-5**Demountable Walls**

In accordance with FCNE 87-445.

A full-height, floor-to-ceiling partition system designed to provide fully enclosed office spaces without requiring permanent attachment to the building. Partitions shall be factory-assembled, modular units. The wall system shall include solid-faced panels and door panels.

Space Management Systems – Trendway Corp

Orders for SIN 512-5 can only be placed in conjunction with an order for furniture systems components that will integrate with the demountable walls.

512-6**Design/Layout Services**

\$ _____ per hour.

Interior design services include a wide range of services intended to assist users in project planning and/or execution. Service may include basic conversion of generic workstations and floor plans to brand specific stations or comprehensive design services, including development of adjacencies, workstation designs and floor plans. Design/layout services may include use of CAD/CAP systems for development of workstations, component lists for order placement, development of electrical, telephone and cable management plans, and generation of color and installation plans. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate or a rate less than the contract rate (for orders over the MOL) commensurate with the level of effort.

Cano – Cano Corp

DO3 Systems – DO3 Systems Inc

Executive Office Concepts – Executive Office Concepts

Harter Integrated Systems – MS Ginn Co

Pleion – Pleion Inc

Structural Concepts – Structural Concepts Corp

Teknion – Teknion Inc

Transwall – Transwall Corp

Space Management Systems – Trendway Corp

This SIN may not be used to develop generic workstation designs for requote packages.

512-7**Installation Services**

Includes product delivery coordination, unpacking, inspection of product for shipping damage, assembly of product to conform to final design drawings, removal of packing materials and cleaning of product. Agencies will negotiate installation on a project-by-project basis, requesting an installation price quotation for each project regardless of dollar value of the project. Agencies must fully define the scope of required services under installation in order to facilitate realistic price quotations.

Cano – Cano Corp

DO3 Systems – DO3 Systems Inc

Executive Office Concepts – Executive Office Concepts

Harter Integrated Systems – MS Ginn Co

Pleion – Pleion Corp

Structural Concepts – Structural Concepts Corp

Teknion – Teknion Inc

Transwall – Transwall Corp

Space Management Systems – Trendway Corp

Orders for SINs 512-6 and 512-7 can only be placed in conjunction with orders for product under SINs 512-1, 512-2, 512-3, 512-4 or 512-5. The design/layout SIN cannot be utilized to develop workstation prototypes to be used in purchases above or below the MOL. The installation SIN is to be used only for the initial furniture systems' installation. This schedule is not to be used for furniture moves, redesign or reconfiguration.

CONTRACTORS

Award Information

- *Contractor's name, address and telephone number.*
- *Business Size and Minority Business Enterprise indicators: "s" for small business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises and "w" for woman owned.*

- *Contract number and contract effective date.*

Cano Corp
225 Industrial Rd
Fitchburg, MA 01420
(508) 342-0953

s/b GS-00F-9011A 9 Dec 91

DO3 Systems Inc
2550 SOM Center Rd
Willoughby Hills, OH 44094
(216) 943-1700

s/b GS-00F-9008A 14 Jan 92

Executive Office Concepts
1705 Anderson Ave
Compton, CA 90220
(213) 537-1657

s/b GS-00F-9002A 9 Jan 92

MS Ginn Co
(Harter/Integrated System)
Federal Contract Div
1899 "L" St NW
Washington, DC 20036
(202) 467-0036

o/b GS-00F-9006A 3 Jan 92

Pleion Corp
1402 E Chestnut Ave
Santa Ana, CA 92701
(714) 835-9101

s/b GS-00F-9014A 24 Oct 91

Structural Concepts Corp
17237 Van Wagoner Rd
Spring Lake, MI 49456
(616) 846-3300

s/b GS-00F-9016A 30 Oct 91

Teknion Inc
17 W Stow Rd
PO Box 562
Marlton, NJ 08053
(609) 596-7608

o/b GS-00F-9024A 18 Oct 91

Trendway Corp
13467 Quincy St
PO Box 9016
Holland, MI 49422-9016
(616) 399-3900

s/b GS-00F-9020A 20 Nov 91

Individuals Authorized to Sign Requotes

The following is a list provided by the contractors of those individuals who are authorized to sign requotes on their behalf. If a requote proposal is submitted in the name of or signed by anyone other than those authorized, the proposal is invalid and should be disqualified from further consideration:

Cano Corp
Jan Kapstad

DO3 Systems
DA Haring
Carl J Sexton

Executive Office Concepts
Frank Jeffreys
Kenneth J Maplesden
Richard L Sinclair

MS Ginn
CJ Carmmarito
Brian Caskie
Henry Powell
George Stone

Herman Miller Inc
Ed Charles
Ruben Derdorian
Bart Franey
Elsie Friborg
David Gillman
Dawn Johnson
Gary Kemp
Mike Kratt
Jack McDermott
Ross Rhodes
Dave Teerman
Jim Woodcock

Pleion Corp
Clifford W Gartung
John W Lerch
Adrian VanDonkelaar

Structural Concepts Corp
James Doss
W David Kendrick
Russell Nagel
Vicki Neiderheide

Teknion Inc
Joel Appel
Stephen M Miner
Brian J Schatzinger

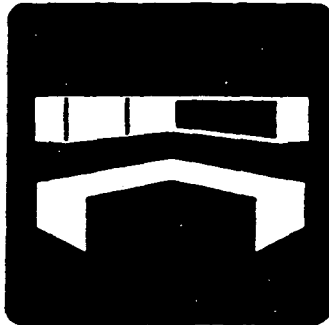
Trendway Corp
David Field
Char Francis
Donald G Heeringa
James P Heeringa
Harlan Sprik
David Vanderkooi

Federal Supply Schedule

General Services Administration

Amendment No. 2

June 1, 1992



Furniture Systems

Systems Furniture, Workstation
Clusters, Demountable Walls and
Leased Systems Furniture and
Workstation Clusters

<i>FSC Group</i>	71
<i>Part</i>	II
<i>Section</i>	E
<i>FSC Class</i>	7110

Multiple Award

For the period
October 1, 1991
through
September 30, 1996

This document is to be
used in conjunction with
the Basic Edition issued
September 13, 1991 and
Amendment No. 1 issued
February 3, 1992.



HOW TO GET ASSISTANCE

GSA CONTACTS

Contracting Officer
General Services Administration (3FNS-B-CO)
(FSC Group 71 Part II Section E)
Washington, DC 20406
COM/FTS: (703) 305-5840

For Copies of Schedules

Ordering activities requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115
COM/FTS: (817) 334-5215
AUTOVON: 739-7369

Federal Supply Schedule contractors and others requesting copies of schedules must contact the FSS Schedule Information Center listed below.

For General Information

General Services Administration
FSS Schedule Information Center (FCOS)
Washington, DC 20406
COM/FTS: (703) 305-6477
AUTOVON: 327-1022

SIGNIFICANT CHANGES

ADDITIONAL AWARDS

Centercore Inc
Douron Inc
Hamilton Sorter Co Inc

MODIFICATION TO CURRENT AWARD

Knoll North America Inc has been awarded contract No. GS-00F-9000A effective February 12, 1992 in addition to its current contracts GS-00F-5079A and GS-00F-5100A.

REQUOTE ARRANGEMENTS

As a result of a February 19, 1992 General Accounting Office decision on a vendor protest, the Requote Arrangements clause in this schedule was determined to be in violation of the Competition in Contracting Act. As a result, agencies may not use the requote arrangements procedures for over the Maximum Order Limitation (MOL) procurements. All mandatory users are required to submit their over the MOL requirements to GSA, National Furniture Center, Washington, DC 20406. GSA will be synthesizing all requirements and may issue a modified requote if no new sources respond. Agencies wishing to do their own procurement for over the MOL quantities must request a Delegation of Procurement Authority from the aforementioned address. Agencies granted this delegation will be required to use approved contracting methods, not quotes.

CORRECTIONS

On page 10 of the Basic Edition, the first sentence of the first paragraph in the right-hand column should read: The anticipated lease cost paid will be the net purchase cost x lease factor x term of the lease.

Under Allsteel Inc's list of Individuals Authorized to Sign Quotes, delete JM Froiland and add LE Riward.

ADDRESS AND TELEPHONE NUMBER CHANGE

Pleion Corp
1241 E Dyer Rd
Santa Ana, CA 92705
(714) 556-9101

SUPPLIES AND/OR SERVICES

Commodity Listing Information

■ Special Item Numbers.

■ Descriptions.

■ Brand names and/or awarded contractors. When applicable, brand names are listed alphabetically on the left, with contractors listed in boldface immediately following on the right. For example:

Brand Name—Contractor

See the "Contractors" section for complete contractor information, including contractor names, addresses and telephone numbers, contract numbers and contract effective dates.

Note to Ordering Agencies

This schedule covers the procurement of entire workstations and is not to be utilized for the purchase of individual component items (e.g., panels only or task tables only). Individual components may be purchased separately, but only as supplements to or replacement pieces for existing Furniture Systems Installation. Justification should appear on file for such purchases.

Furniture Systems

512-1

Furniture Systems

In accordance with FCNE 87-441:

A system of furniture components designed to provide a comprehensive office furniture environment through the ability to create a variety of workstation configurations. The furniture system is based on interconnecting, structural panels as a central, integrating element. In addition, the system shall include panel-supported storage, task management devices, electrical and wire management components and panel-supported and/or freestanding work surfaces.

Douron—Douron Inc

Knoll Morrison—Knoll North America Inc

Trianon Systems 2000—Centercore Inc

512-2

Workstation Clusters

In accordance with FCNE 87-442.

A fixed group of workstations arranged around a central point or core. Clusters shall be available in three, four, five and six station groups. The cluster shall be a basic unit providing the specified number of stations and including panels and work surfaces. The cluster station may be expanded but not reconfigured. Fractional clusters to provide improved space utilization may be provided. Work surfaces may be panel supported or freestanding. The cluster system shall include overhead storage units, drawer pedestals, lighting and electrical and wire management.

Hamilton—Hamilton Sorter Co Inc

Spacemaker 2000—Centercore Inc

512-3

Leased Furniture Systems

Knoll Morrison—Knoll North America Inc

512-6

Design/Layout Services

\$ _____ per hour.

Interior design services include a wide range of services intended to assist users in project planning and/or execution. Service may include basic conversion of generic workstations and floor plans to brand specific stations or comprehensive design services, including development of adjacencies, workstation designs and floor plans. Design/layout services may include use of CAD/CAP systems for development of workstations, component lists for order placement, development of electrical, telephone and cable management plans, and generation of color and installation plans. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate or a rate less than the contract rate (for orders over the MOL) commensurate with the level of effort.

Centercore Inc

Douron Inc

Hamilton Sorter Co Inc

Knoll North America Inc

This SIN may not be used to develop generic workstation designs for requote packages.

512-7

Installation Services

Includes product delivery coordination, unpacking, inspection of product for shipping damage, assembly of product to conform to final design drawings, removal of packing materials and cleaning of product. Agencies will negotiate installation on a project-by-project basis, requesting an installation price quotation for each project regardless of dollar value of the project. Agencies must fully define the scope of required services under installation in order to facilitate realistic price quotations.

Centercore Inc

Douron Inc

Hamilton Sorter Co Inc

Knoll North America Inc

Orders for SINs 512-6 and 512-7 can only be placed in conjunction with orders for product under SINs 512-1, 512-2, 512-3, 512-4 or 512-5. The design/layout SIN cannot be utilized to develop workstation prototypes to be used in purchases above or below the MOL. The installation SIN is to be used only for the initial furniture systems' installation. This schedule is not to be used for furniture moves, redesign or reconfiguration.

CONTRACTORS

Award Information

■ Contractor's name, address and telephone number.

■ Business Size and Minority Business Enterprise indicators: "s" for small business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises, "w" for woman owned, "v" for veteran owned and "l" for labor surplus concern.

■ Contract number and contract effective date.

Centercore Inc
435 Devon Park Dr
Ste 802
Wayne, PA 19087
(215) 975-9099

o/b GS-00F-9003A 31 Jan 92

Douzon Inc
40 New Plant Ct
Owings Mills, MD 21117-3577
(410) 363-2800

s/b GS-00F-8989A 27 Apr 92

Hamilton Sorter Co Inc
3158 Production Dr
PO Box 8
Fairfield, OH 45014
(513) 870-4424

s/b GS-00F-8998A 8 Apr 92

Knoll North America Inc
(Knoll Morrison)
Water St
PO Box 157
East Greenville, PA 18041
(412) 842-3546

o/b GS-00F-9000A 12 Feb 92

Individuals Authorized to Sign Requotes

The following is a list provided by the contractors of those individuals who are authorized to sign requotes on their behalf. If a requote proposal is submitted in the name of or signed by anyone other than those authorized, the proposal is invalid and should be disqualified from further consideration.

Centercore Inc
Richard A Byrd
George E Mitchell
Jeffrey P Woodward

Douron Inc
Ronald Hux
Bryan Simmons
Ward Street

Hamilton Sorter Co Inc
William Fleischer
Timothy Hanks
Thaddeus Jaroszewcz
Grant Wearne
James Weisberg

Knoll North America Inc
Same as other Knoll contracts

NOTICE TO ORDERING OFFICES

FEDERAL SUPPLY SCHEDULE

Issued April 3, 1992

General Services Administration

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115

Official Business
Penalty for Private Use \$300



Postage and Fees Paid
General Services
Administration
GSA-361

FIRST CLASS

470720406030
GSA/FSS/FCN/FCNS
CM BG#4, ROOM 400

WASHINGTON DC 20406

REQUOTE ARRANGEMENTS

On February 19, 1992, the General Accounting Office (GAO) sustained a vendor protest against the Requote Arrangements clause contained in many Multiple Award Federal Supply Schedule solicitations. Their decision ruled that GSA did not properly justify use of the Requote Arrangements clause in the solicitation under protest and therefore violated the Competition in Contracting Act (CICA) requirements.

GSA has begun the process of deleting the Requote Arrangements clause from all solicitations and contracts; therefore, using agencies should no longer perform re-quotes under any Multiple Award schedule.

If your office has any questions concerning how this will impact ordering over the Maximum Order Limitation (MOL) quantities of a particular commodity on schedule, please contact the contracting officer identified in the schedule for that commodity.

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CAFL)
300 Hemphill St
PO Box 6477
Worth, TX 76115

Official Business
Penalty for Private Use \$300

ISC 7167

474220406005
GSA, FSS, 3FNSB
ATTN: JUANITA BLASSIGAME
CMB #4, RM 403
WASHINGTON DC 20406



Postage and Fees Paid
General Services
Administration
GSA-361

FIRST CLASS

Solicitation for Offers (SFO) _____

SOLICITATION FOR OFFERS**SFO**
90-117**SECTION****SAMPLE**

THE GENERAL SERVICES ADMINISTRATION
ENVIRONMENTAL PROTECTION AGENCY EXPANSION SPACE
48,500 TO 50,000 NET USABLE SQUARE FEET (NUSF) OF OFFICE
AND RELATED SPACE IN WASHINGTON, D.C.

NAME: RONALD KENDALL

TITLE: CONTRACTING OFFICER

THE INFORMATION COLLECTION REQUIREMENTS CONTAINED IN THIS SOLICITATION/CONTRACT, THAT ARE NOT REQUIRED BY REGULATION, HAVE BEEN APPROVED BY THE OFFICE OF MANAGEMENT AND BUDGET PURSUANT TO THE PAPERWORK REDUCTION ACT AND ASSIGNED THE OMB CONTROL NO. 3090-0163.

INITIALS: _____
LESSOR GOVERNMENT

GSA PUBLIC BUILDINGS SERVICE**September 6, 1990**

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

TABLE OF CONTENTS

1.0	SUMMARY	1
1.1	AMOUNT AND TYPE OF SPACE.	1
1.2	AREA OF CONSIDERATION	1
1.3	LOCATION: CITY CENTER	1
1.4	UNIQUE REQUIREMENTS	1
1.5	LEASE TERM.	1
1.6	OFFER DUE DATE.	1
1.7	OCCUPANCY DATE.	1
1.8	HOW TO OFFER.	1
1.9	NEGOTIATIONS.	2
1.10	PRICE EVALUATION (PRESENT VALUE).	2
1.11	AWARD	3
1.12	FIRE PROT OCCUP HEALTH ENV SAFETY	3
1.13	HANDICAP ACCESS FOR NEW CONSTRUC.	3
2.0	AWARD FACTORS	4
2.1	AWARD FACTORS: GENERAL.	4
2.2	HANDICAPPED	4
2.3	OTHER FACTORS	5
3.0	MISCELLANEOUS	6
3.1	UNIT COSTS FOR ADJUSTMENTS.	6
3.2	ALTERATIONS 25,000 OR LESS.	6
3.3	TAX ADJUSTMENT GSAR 552.270-24 (6/85).	6
3.4	OPERATING COSTS GSAR 552.270-23 (6/85).	7
3.5	NET USABLE SPACE.	7
3.6	APPURTENANT AREAS	8
3.7	LIQ DAMAGES GSAR 552.270-22 (6/85).	8
3.8	VENDING FACILITIES.	8
3.9	ADJ. FOR VACANT PREMISES GSAR 552.270-25.	8
3.10	EVIDENCE OF CAPABILITY TO PERFORM	8
3.11	CONSTRUCTION SCHEDULE	9
3.12	PROGRESS REPORTS.	9
3.13	CONSTRUCTION INSPECTIONS.	9
4.0	GENERAL ARCHITECTURAL	10
4.1	QUALITY & APPEAR. OF BUILDING EXTERIOR.	10
4.2	WORK PERFORMANCE.	10
4.3	BUILDING SYSTEMS CERTIFICATION.	10
4.4	SPACE EFFICIENCY.	10
4.5	FLOOR PLANS AFTER OCCUPANCY	10
4.6	FLOORS AND FLOOR LOAD	10
4.7	EXITS & ACCESS.	10
4.8	WINDOWS	10
4.9	HANDICAPPED ACCESSIBILITY (A-C)	10
4.10	HANDICAPPED ACCESSIBILITY (D-F)	12
4.11	HANDICAPPED ACCESSIBILITY (G-I)	12
4.12	HANDICAPPED ACCESSIBILITY (J-M)	14
4.13	HANDICAPPED ACCESSIBILITY (N-P)	15
4.14	HANDICAPPED ACCESSIBILITY (Q)	15
4.15	LANDSCAPING	15
5.0	ARCHITECTURAL FINISHES.	17
5.1	LAYOUT AND FINISHES	17
5.2	CEILINGS AND INTERIOR FINISHES.	17
5.3	WALL COVERINGS.	17
5.4	DOORS: EXTERIOR.	18
5.5	DOORS: INTERIOR.	18
5.6	DOORS: HARDWARE	18
5.7	DOORS: IDENTIFICATION	18
5.8	PARTITIONS: GENERAL	18
5.9	PARTITIONS: PERMANENT	19
5.10	PARTITIONS: SUBDIVIDING	18
5.11	FLOOR COVERING AND PERIMETERS.	18
5.12	TOILET AND SERVICE AREAS.	20
5.13	RESILIENT FLOORING.	20
5.14	CARPET.	20
5.15	CARPET: ADDITIONAL SPECS.	21
5.16	ACOUSTICAL REQUIREMENTS	21
5.17	BUILDING DIRECTORY.	21
5.18	FLAG POLE.	21
6.0	MECHANICAL, ELECTRICAL, PLUMBING.	22
6.1	MECH ELEC PLUMB: GENERAL.	22

INITIALS: _____ \$ _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO
90-117SECTION
TABLE OF CONTENTS

6.2	DRINKING FOUNTAINS.	22
6.3	RESTROOMS.	22
6.4	JANITOR CLOSETS	22
6.5	HEATING & AIR CONDITIONING.	22
6.6	VENTILATION	23
6.7	ELECTRICAL: GENERAL	23
6.8	ELECTRICAL: DISTRIBUTION.	23
6.9	ELECTRICAL: ADDITIONAL DIST SPECS	23
6.10	TELEPHONE EQUIPMENT	23
6.11	LIGHTING: INTERIOR.	23
6.12	SWITCHES.	24
6.13	ELEVATORS	24
7.0	SERVICES, UTILITIES, MAINTENANCE.	25
7.1	SERV UTIL MAINT: GENERAL.	25
7.2	NORMAL HOURS.	25
7.3	OVERTIME USAGE.	25
7.4	UTILITIES	25
7.5	MAINTENANCE & TESTING OF SYSTEMS.	25
7.6	FLAG DISPLAY.	25
7.7	SECURITY.	25
7.8	SECURITY: ADDITIONAL REQUIREMENTS	25
7.9	JANITORIAL SERVICES	26
7.10	SCHEDULE OF PERIODIC SERVICES	27
7.11	LANDSCAPE MAINTENANCE	27
8.0	SAFETY AND FIRE PREVENTION.	28
8.1	CODE VIOLATIONS	28
8.2	PORTABLE FIRE EXTINGUISHERS	28
8.3	STANDPIPES.	28
8.4	SPRINKLER SYSTEM.	28
8.5	ENGINEERED SMOKE CONTROL SYSTEMS.	28
8.6	MANUAL FIRE ALARM SYSTEMS	28
8.7	EXIT & EMERGENCY LIGHTING	29
8.8	ALTERNATIVE FIRE-PROTECTION FEATURES.	29
8.9	FIRE DOORS.	29
8.10	SAFETY-AIR CONTAMINANT LEVELS.	29
8.11	INDOOR AIR QUALITY.	29
8.12	BULK SAMPLE ANALYSIS REQ.	30
8.13	OSHA REQUIREMENTS	31
8.14	RADON MEASUREMENT AND CORRECTIVE ACTION	31
9.0	SPECIAL REQUIREMENTS.	33
9.1	SPECIAL-1	33

INITIALS: _____ & _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS**SFO****90-117****SECTION
SUMMARY**

THE GENERAL SERVICES ADMINISTRATION (GSA) IS INTERESTED IN LEASING A MINIMUM OF 48,500 NET USABLE SQUARE FEET TO A MAXIMUM OF 50,000 NET USABLE SQUARE FEET (NUSF).

OFFERS MUST BE FOR SPACE LOCATED IN A QUALITY BUILDING OF SOUND AND SUBSTANTIAL CONSTRUCTION AS DESCRIBED IN THIS SOLICITATION FOR OFFERS, HAVE A POTENTIAL FOR EFFICIENT LAYOUT, AND BE WITHIN THE SQUARE FOOTAGE RANGE TO BE CONSIDERED.

AREA:

SPACE MUST BE WITHIN WASHINGTON, DC, BOUNDED BY H STREET TO THE NORTH, INDEPENDENCE AVE ON THE SOUTH 2ND STREET NE ON THE EAST AND 9TH STREET NW ON THE WEST. THE SPACE MUST BE CONTIGUOUS OR ON CONTIGUOUS FLOORS.

NEIGHBORHOOD:

SPACE MUST BE LOCATED IN A PRIME COMMERCIAL OFFICE DISTRICT WITH ATTRACTIVE, PRESTIGIOUS, PROFESSIONAL SURROUNDINGS WITH A PREVALENCE OF MODERN DESIGN AND/OR TASTEFUL REHABILITATION IN MODERN USE. STREETS AND PUBLIC SIDEWALKS SHOULD BE WELL MAINTAINED.

PARKING AND TRANSPORTATION:

REGULARLY SCHEDULED PUBLIC TRANSPORTATION AND/OR EMPLOYEE PARKING WITHIN 2 BLOCKS OF THE OFFERED BUILDING. SUFFICIENT TO COVER COMMUTING NEEDS OF EMPLOYEES.

LOCATION AMENITIES:

A VARIETY OF INEXPENSIVE AND MODERATELY PRICED FAST FOOD AND/OR EAT-IN RESTAURANTS MUST BE LOCATED WITHIN 2 BLOCKS OF THE OFFERED BUILDING, AND OTHER EMPLOYEE SERVICES SUCH AS RETAIL SHOPS, CLEANERS, BANKS, ETC., SHOULD BE LOCATED WITHIN 4 BLOCKS OF THE OFFERED BUILDING.

UNIQUE REQUIREMENTS:

- 1) THIS SOLI TATION HAS UPGRADED VOICE AND DATA SPECIFICATIONS WHICH WILL BE DETAILED ELSEWHERE IN THIS SOLICITATION.
- 2) THIS SOLICITATION HAS UPGRADED VENTILATION REQUIREMENTS WHICH WILL BE DETAILED ELSEWHERE IN THIS SOLICATION.

THE LEASE TERM WILL BE FOR FIVE (5) YEARS WITH THREE, ONE YEAR OPTIONS. SPACE MUST BE AVAILABLE FOR TENANT BUILDOUT BY SUMMER 1991..

OFFERS ARE DUE BY OCTOBER 15, 1990 , AND MUST REMAIN OPEN UNTIL AWARD.

OCCUPANCY IS REQUIRED BY AUGUST 1, 1991. THE GOVERNMENT MAY ACCEPT PARTIAL OCCUPANCY ON A FLOOR BY FLOOR BASIS UPON COMPLETION OF ALTERATIONS PRIOR TO AUGUST 1, 1991.

OFFERS ARE TO BE SUBMITTED TO THE CONTRACTING OFFICER AT:
GENERAL SERVICES ADMINISTRATION, 7TH AND D STREETS, SW,
WPB, ROOM 7071, WASHINGTON, DC 20407 ATTN: JAMES C SISSON

NO LATER THAN THE CLOSE OF BUSINESS ON THE OFFER DUE DATE THE FOLLOWING DOCUMENTS, PROPERLY EXECUTED, MUST BE SUBMITTED:

- (A) GSA FORM 1364, PROPOSAL TO LEASE SPACE (ENCLOSED).
- (B) GSA FORM 1217, LESSOR'S ANNUAL COST STATEMENT (ENCLOSED).
- (C) GSA FORM 3518, REPRESENTATIONS AND CERTIFICATIONS (ENCLOSED).

INITIALS: _____
LESSOR GOVERNMENT

1.1 AMOUNT AND TYPE OF SPACE**1.2 AREA OF CONSIDERATION****1.3 LOCATION: CITY CENTER****1.4 UNIQUE REQUIREMENTS****1.5 LEASE TERM****1.6 OFFER DUE DATE****1.7 OCCUPANCY DATE****1.8 HOW TO OFFER**

SOLICITATION FOR OFFERS

SFO

90-117

SECTION
SUMMARY

(D) ONE-EIGHTH INCH (PREFERRED) OR LARGER SCALE BLUE LINE PLANS OF THE SPACE OFFERED. PHOTOSTATIC COPIES ARE NOT ACCEPTABLE. ALL ARCHITECTURAL FEATURES OF THE SPACE MUST BE ACCURATELY SHOWN. IF CONVERSION OR RENOVATION OF THE BUILDING IS PLANNED, ALTERATIONS TO MEET THIS SOLICITATION MUST BE INDICATED. IF REQUESTED, MORE INFORMATIVE PLANS MUST BE PROVIDED WITHIN THIRTY DAYS.

(E) A LIST OF UNIT COSTS FOR ADJUSTMENTS (SEE PARAGRAPH ENTITLED "ALTERATIONS COSTING \$25,000 OR LESS").

(F) AN HOURLY OVERTIME RATE FOR OVERTIME USE OF HEATING AND COOLING (SEE PARAGRAPH ENTITLED "OVERTIME USAGE").

(G) A CAD/CAM DISKETTE OF FINAL DESIGN DRAWINGS.

THE OFFEROR SHOULD ALSO INCLUDE AS PART OF THE OFFER, INFORMATION WHICH ADDRESSES ANY AWARD FACTORS WHICH ARE LISTED IN THE SOLICITATION PARAGRAPH ENTITLED "OTHER FACTORS".

SEE GSA FORM 3515, SOLICITATION PROVISIONS, FOR ADDITIONAL INSTRUCTIONS. IF ADDITIONAL INFORMATION IS NEEDED, THE CONTRACTING OFFICER SHOULD BE CONTACTED.

THERE WILL BE NO PUBLIC OPENING OF OFFERS AND ALL OFFERS WILL BE CONFIDENTIAL UNTIL THE LEASE HAS BEEN AWARDED; HOWEVER, THE GOVERNMENT MAY RELEASE PROPOSALS OUTSIDE THE GOVERNMENT TO A GOVERNMENT SUPPORT CONTRACTOR TO ASSIST IN THE EVALUATION OF OFFERS. SUCH GOVERNMENT CONTRACTORS SHALL BE REQUIRED TO PROTECT THE DATA FROM UNAUTHORIZED DISCLOSURE. OFFERORS WHO DESIRE TO MAXIMIZE PROTECTION OF INFORMATION IN THEIR OFFERS MAY APPLY THE RESTRICTION NOTICE TO THEIR OFFERS AS PRESCRIBED IN THE PROVISION ENTITLED "52.215-12, RESTRICTION ON DISCLOSURE AND USE OF DATA" (SEE GSA FORM 3516, SOLICITATION PROVISIONS).

NEGOTIATIONS WILL BE CONDUCTED ON BEHALF OF THE GOVERNMENT BY THE GSA CONTRACTING OFFICER OR OTHER AUTHORIZED REPRESENTATIVE. THE GSA CONTRACTING OFFICER IS NAMED ON THE COVER OF THIS SOLICITATION. GSA WILL NEGOTIATE RENTAL PRICE FOR THE INITIAL TERM, ANY RENEWAL PERIODS, AND ANY OTHER ASPECT OF THE OFFER AS DEEMED NECESSARY.

EVALUATION OF OFFERS WILL BE ON THE BASIS OF THE ANNUAL PRICE PER SQUARE FOOT, INCLUDING ANY OPTION PERIODS.

(A) IF ANNUAL CPI ADJUSTMENTS IN OPERATING EXPENSES ARE INCLUDED, THE OFFEROR MUST BREAK OUT THE OFFER TO A "NET" PRICE PER SQUARE FOOT FOR RENTAL AND A "BASE" PRICE PER SQUARE FOOT FOR SERVICES AND UTILITIES (OPERATING EXPENSES) TO BE PROVIDED BY THE LESSOR. THE NET AND BASE PRICES COMBINED ARE THE TOTAL "GROSS" ANNUAL PER SQUARE FOOT PRICE OFFERED. IF THE OFFER INCLUDES ANNUAL ADJUSTMENTS IN OPERATING EXPENSES, THE BASE PRICE FROM WHICH ADJUSTMENTS ARE MADE WILL BE THE BASE PRICE FOR THE TERM OF THE LEASE, INCLUDING ANY OPTION PERIODS.

(B) THE GOVERNMENT WILL MAKE PRESENT VALUE PRICE EVALUATION BY REDUCING THE PRICES OFFERED TO A COMPOSITE ANNUAL SQUARE FOOT PRICE, AS FOLLOWS:

(1) PARKING AND WAREYARD AREAS WILL BE EXCLUDED FROM THE TOTAL SQUARE FOOTAGE, BUT NOT FROM THE PRICE. FOR DIFFERENT TYPES OF SPACE, THE GROSS ANNUAL PER SQUARE FOOT PRICE WILL BE DETERMINED BY DIVIDING THE TOTAL ANNUAL RENTAL BY THE TOTAL SQUARE FOOTAGE MINUS THESE AREAS.

(2) IF ANNUAL ADJUSTMENTS IN OPERATING EXPENSES WILL NOT BE MADE, THE GROSS ANNUAL PER SQUARE FOOT PRICE WILL BE DISCOUNTED ANNUALLY AT 8 PERCENT TO YIELD A GROSS PRESENT VALUE COST (PVC) PER SQUARE FOOT.

(3) IF ANNUAL ADJUSTMENTS IN OPERATING EXPENSES WILL BE MADE, THE ANNUAL PER SQUARE FOOT PRICE, MINUS THE BASE COST OF OPERATING EXPENSES, WILL BE DISCOUNTED ANNUALLY AT 8 PERCENT TO YIELD A NET PVC PER SQUARE FOOT. THE OPERATING EXPENSES WILL BE BOTH ESCALATED AT 4 PERCENT COMPOUNDED ANNUALLY AND DISCOUNTED ANNUALLY AT 8 PERCENT, THEN ADDED TO THE NET PVC TO YIELD THE GROSS PVC.

(4) TO THE GROSS PVC WILL BE ADDED:

— THE COST OF GOVERNMENT PROVIDED SERVICES NOT INCLUDED IN THE RENTAL ESCALATED AT 4 PERCENT COMPOUNDED ANNUALLY AND DISCOUNTED ANNUALLY AT 8 PERCENT.

INITIALS: _____
LESSOR GOVERNMENT

1.9 NEGOTIATIONS

1.10 PRICE EVALUATION
(PRESENT VALUE)

SOLICITATION FOR OFFERS

SFO
90-117SECTION
SUMMARY

-- THE ANNUALIZED (OVER THE FULL TERM) PER SQUARE FOOT COST OF ANY ITEMS WHICH ARE TO BE REIMBURSED IN A LUMP SUM PAYMENT. (THE COST OF THESE ITEMS IS PRESENT VALUE; THEREFORE, IT WILL NOT BE DISCOUNTED.)

(C) THE SUM OF THE ABOVE WILL BE THE PER SQUARE FOOT PRESENT VALUE OF THE OFFER FOR PRICE EVALUATION PURPOSES.

AFTER CONCLUSION OF NEGOTIATIONS, THE CONTRACTING OFFICER WILL REQUIRE THE OFFEROR SELECTED FOR AWARD TO EXECUTE THE PROPOSED LEASE PREPARED BY GSA WHICH REFLECTS THE PROPOSED AGREEMENT OF THE PARTIES.

THE PROPOSED LEASE SHALL CONSIST OF:

- (A) STANDARD FORM 2, U.S. GOVERNMENT LEASE FOR REAL PROPERTY.
- (B) GSA FORM 3517, GENERAL CLAUSES,
- (C) GSA FORM 3518, CERTIFICATIONS AND REPRESENTATIONS,
- (D) THE PERTINENT PROVISIONS OF THE OFFER, AND
- (E) THE PERTINENT PROVISIONS OF THE SFO.

THE ACCEPTANCE OF THE OFFER AND AWARD OF THE LEASE BY THE GOVERNMENT OCCURS UPON NOTIFICATION OF UNCONDITIONAL ACCEPTANCE OF THE OFFER OR EXECUTION OF THE LEASE BY THE GSA CONTRACTING OFFICER AND MAILING OR OTHERWISE FURNISHING WRITTEN NOTIFICATION OR THE EXECUTED LEASE TO THE SUCCESSFUL OFFEROR.

BUILDINGS IN WHICH SPACE IS OFFERED FOR LEASE SHALL COMPLY WITH THE REQUIREMENTS OF THE GSA FIRE PROTECTION, OCCUPATIONAL HEALTH, AND ENVIRONMENTAL SAFETY STANDARDS AS DESCRIBED IN THIS SOLICITATION AND THE AGENCY HANDBOOK NUMBERED PBS P 5900.2C. EQUIVALENT PROTECTION, AS REQUIRED BY THE APPLICABLE STANDARDS, SHALL BE APPROVED BY THE CONTRACTING OFFICER. ADDITIONALLY, OFFERS WHICH INCLUDE ALTERNATIVE FIRE PROTECTION FEATURES MUST INCLUDE A WRITTEN ANALYSIS BY A CERTIFIED FIRE PROTECTION ENGINEER FULLY DESCRIBING ANY EXCEPTIONS TAKEN TO THE FIRE PROTECTION REQUIREMENTS OF THIS SOLICITATION (SEE PARAGRAPH ENTITLED "ALTERNATIVE FIRE PROTECTION FEATURES" FOR MORE DETAILED REQUIREMENTS).

TO BE CONSIDERED FOR AWARD, BUILDINGS TO BE CONSTRUCTED MUST FULLY MEET THE NEW CONSTRUCTION REQUIREMENTS OF THE UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) (FEDERAL REGISTER VOL. 49, NO. 153, AUGUST 7, 1984). COPIES OF UFAS ARE AVAILABLE FROM THE CONTRACTING OFFICER UPON REQUEST.

1.11 AWARD

1.12 FIRE PROT OCCUP EALTH
ENV SAFETY1.13 HANDICAP ACCESS FOR NEW
CONSTRUC

INITIALS: _____ \$ _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

AWARD FACTORS

THE CONTRACTING OFFICER WILL CONDUCT ORAL OR WRITTEN NEGOTIATIONS WITH ALL OFFERORS THAT ARE WITHIN THE COMPETITIVE RANGE. THE COMPETITIVE RANGE WILL BE ESTABLISHED BY THE CONTRACTING OFFICER ON THE BASIS OF COST OR PRICE AND OTHER FACTORS (IF ANY) THAT ARE STATED IN THIS SOLICITATION AND WILL INCLUDE ALL OFFERS THAT HAVE A REASONABLE CHANCE OF BEING SELECTED FOR AWARD. THE OFFERORS WILL BE PROVIDED A REASONABLE OPPORTUNITY TO SUBMIT ANY COST OR PRICE, TECHNICAL, OR OTHER REVISIONS TO THEIR OFFERS THAT MAY RESULT FROM THE NEGOTIATIONS. NEGOTIATIONS WILL BE CLOSED WITH SUBMISSION OF "BEST AND FINAL" OFFERS.

EXISTING BUILDINGS SHALL BE CONSIDERED FOR AWARD ON THE FOLLOWING BASIS:

ALL OFFERS RECEIVED IN RESPONSE TO THE REQUEST FOR "BEST AND FINAL" OFFERS WILL BE INITIALLY EVALUATED TO DETERMINE WHETHER THE OFFERS FULLY MEET THE HANDICAPPED ACCESSIBILITY REQUIREMENTS FOR NEW CONSTRUCTION OF THE UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) (49 FR 31528, AUGUST 7, 1984). ALL TECHNICAL REQUIREMENTS FOR HANDICAPPED ACCESSIBILITY IN THIS SOLICITATION ARE THE SAME AS THOSE IN SECTION 4.1.2 ACCESSIBLE BUILDINGS, NEW CONSTRUCTION, OF UFAS. WHEN CLARIFICATION IS REQUIRED, UFAS SHALL BE CONSULTED. IF ANY OFFERS ARE RECEIVED WHICH FULLY MEET HANDICAPPED REQUIREMENTS OF NEW CONSTRUCTION, THEN OTHER OFFERS WHICH DO NOT FULLY MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED.

FULL COMPLIANCE:

"FULLY MEETS" AS USED HEREIN WITH RESPECT TO THE HANDICAPPED REQUIREMENTS MEANS THE OFFER FULLY COMPLIES WITH THE REQUIREMENTS STATED IN THE FOLLOWING SUBPARAGRAPHS OF "HANDICAPPED ACCESSIBILITY":

PARKING AND LOADING ZONES, ROUTE, ENTRANCE AND EGRESS, RAMPS, STAIRS, HANDRAILS, DOORS, ELEVATORS, TELEPHONES, CONTROLS, SIGNAGE, ALARMS, DRINKING FOUNTAINS, STORAGE FACILITIES, SEATING AND WORK STATIONS, ASSEMBLY AREAS, AND RESTROOMS.

SUBSTANTIAL COMPLIANCE:

IN ACCORDANCE WITH UFAS, IF NO OFFER IS RECEIVED WHICH FULLY MEETS HANDICAPPED ACCESSIBILITY REQUIREMENTS OF NEW CONSTRUCTION, BUT AN OFFER(S) IS RECEIVED WHICH SUBSTANTIALLY MEETS THESE REQUIREMENTS, THEN OTHER OFFERS WHICH DO NOT SUBSTANTIALLY MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED. "SUBSTANTIALLY MEETS" AS USED HEREIN WITH RESPECT TO THE HANDICAPPED REQUIREMENTS MEANS THE OFFER FULLY COMPLIES WITH THE REQUIREMENTS STATED IN THE FOLLOWING SUBPARAGRAPHS OF "HANDICAPPED ACCESSIBILITY":

PARKING AND LOADING ZONES, ROUTE, RAMPS, ENTRANCE AND EGRESS, STAIRS, DOORS, DRINKING FOUNTAINS, RESTROOMS AND AT LEAST ONE (1) ELEVATOR WHERE NECESSARY FOR ROUTE.

MINIMUM REQUIREMENTS:

IN ACCORDANCE WITH UFAS, IF NO OFFER IS RECEIVED WHICH EITHER FULLY OR SUBSTANTIALLY MEETS HANDICAPPED ACCESSIBILITY REQUIREMENTS OF NEW CONSTRUCTION, CONSIDERATION WILL BE GIVEN ONLY TO OFFERS WHICH MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) AT LEAST ONE ACCESSIBLE ROUTE SHALL BE PROVIDED FROM AN ACCESSIBLE ENTRANCE TO THE LEASED SPACE AND ALL REQUIRED ACCESSIBLE AREAS. AT LEAST ONE (1) ELEVATOR SHALL BE PROVIDED WHERE NECESSARY FOR ACCESSIBLE ROUTE. OTHER HANDICAPPED PARAGRAPHS SHALL APPLY AS NECESSARY, INCLUDING BUT NOT LIMITED TO CONTROLS AND SIGNAGE.

(2) IF PARKING IS PROVIDED, THEN ACCESSIBLE SPACES SHALL BE PROVIDED IN CONFORMANCE WITH THE TABLE IN THE HANDICAPPED "PARKING AND LOADING ZONES" SPECIFICATIONS.

(3) ACCESSIBLE TOILET ROOMS SHALL BE PROVIDED AS FOLLOWS:

* WHERE MORE THAN ONE TOILET ROOM FOR EACH SEX IS PROVIDED ON A FLOOR ON WHICH THE GOVERNMENT LEASES SPACE, AT LEAST ONE TOILET ROOM FOR EACH SEX ON THAT FLOOR SHALL BE ACCESSIBLE.

* WHERE ONLY ONE TOILET ROOM FOR EACH SEX IS PROVIDED ON A FLOOR ON WHICH THE GOVERNMENT LEASES SPACE, EITHER ONE UNISEX TOILET ROOM OR ONE TOILET ROOM FOR EACH SEX ON THAT FLOOR SHALL BE ACCESSIBLE.

INITIALS: _____
LESSOR GOVERNMENT

2.1 AWARD FACTORS: GENERAL

2.2 HANDICAPPED

SOLICITATION FOR OFFERS

SFO
90-117SECTION
AWARD FACTORS

* WHERE ONLY ONE TOILET ROOM IS PROVIDED IN A BUILDING WHERE THE GOVERNMENT LEASES SPACE, ONE UNISEX TOILET ROOM SHALL BE ACCESSIBLE.

* IN A QUALIFIED HISTORIC BUILDING WHERE THE ADVISORY COUNCIL ON HISTORIC PRESERVATION DETERMINES THAT PROVIDING THE ABOVE MINIMUM ACCESSIBLE TOILET FACILITIES WOULD THREATEN OR DESTROY THE HISTORIC INTEGRITY OF THE SPACE, AT LEAST ONE UNISEX TOILET ROOM IN THE BUILDING SHALL BE ACCESSIBLE.

IF NO OFFER IS RECEIVED WHICH MEETS THE MINIMUM REQUIREMENTS DESCRIBED ABOVE, OFFERS WILL NOT BE CONSIDERED UNLESS A WAIVER OF HANDICAPPED REQUIREMENTS IS REQUESTED BY THE CONTRACTING OFFICER AND GRANTED BY THE GSA ADMINISTRATOR.

AFTER REVIEW OF "BEST AND FINAL" OFFERS IS COMPLETED, THE LEASE WILL BE AWARDED TO THE OFFEROR WHOSE OFFER WILL BE MOST ADVANTAGEOUS TO THE GOVERNMENT, PRICE AND OTHER AWARD FACTORS WHICH FOLLOW CONSIDERED.

PRICE IS EQUALLY IMPORTANT TO
FACTORS BELOW.

THE COMBINATION OF

THE FOLLOWING AWARD FACTOR(S), LISTED IN DESCENDING ORDER OF IMPORTANCE WILL BE CONSIDERED IN ADDITION TO PRICE:

- 1) CAPABILITY OF HVAC SYSTEM TO PROVIDE OUTSIDE AIR TO ALL OFFICE SPACE UP TO 20 CFM FOR EACH PERSON (285 PERSONS) OR 0.4 CFM PER SQ. FT., WHICHEVER IS GREATER.
- 2) AVAILABILITY OF CONTIGUOUS EXPANSION SPACE, 20,000 NUSF.
- 3) POTENTIAL FOR THE MOST EFFICIENT LAYOUT OF SPACE.
- 4) HANDICAPPED ACCESSIBILITY (WHEN NO OFFER FULLY OR SUBSTANTIALLY MEETS SFO REQUIREMENTS).
- 5) THE GOVERNMENT RESERVES THE RIGHT TO AWARD TO THE OFFEROR WHOSE OFFER IS MOST ADVANTAGEOUS TO THE GOVERNMENT, PRICE AND OTHER FACTORS CONSIDERED EQUALLY. HOWEVER, THIS IN NO WAY SHALL BE CONSTRUED AS RESTRICTING THE RIGHT OF THE GOVERNMENT TO AWARD TO OTHER THAN THE LOWEST RESPONSIVE AND RESPONSIBLE OFFEROR.

2.3 OTHER FACTORS

INITIALS: _____ \$ _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

MISCELLANEOUS

SEVERAL PARAGRAPHS IN THIS SFO SPECIFY MEANS FOR DETERMINING QUANTITIES OF MATERIALS. THESE ARE GOVERNMENT PROJECTIONS TO ASSIST THE OFFEROR IN COST ESTIMATING. ACTUAL QUANTITIES MAY NOT BE DETERMINED UNTIL AFTER THE LEASE IS AWARDED AND THE SPACE LAYOUT COMPLETED. TO ENABLE AN EQUITABLE SETTLEMENT IF THE GOVERNMENT LAYOUT DEPARTS FROM THE PROJECTION, THE OFFEROR MUST LIST A UNIT COST FOR EACH OF THESE MATERIALS. GSA WILL USE EACH UNIT COST TO MAKE A LUMP SUM PAYMENT OR RENTAL INCREASE IF THE AMOUNT OF MATERIAL REQUIRED BY THE LAYOUT IS MORE THAN SPECIFIED OR TAKE CREDIT FROM RENTAL IF THE AMOUNT IS LESS THAN SPECIFIED. OFFERORS ARE REQUIRED TO STATE IN THE OFFER OR IN AN ATTACHMENT:

- * THE COST PER LINEAR FOOT OF OFFICE SUBDIVIDING CEILING-HIGH PARTITIONING.
- * THE COST PER FLOOR MOUNTED DUPLEX ELECTRICAL OUTLET.
- * THE COST PER WALL MOUNTED DUPLEX ELECTRICAL OUTLET.
- * THE COST PER FLOOR MOUNTED FOURPLEX (DOUBLE DUPLEX) ELECTRICAL OUTLET.
- * THE COST PER WALL MOUNTED FOURPLEX (DOUBLE DUPLEX) ELECTRICAL OUTLET.
- * THE COST PER DEDICATED CLEAN ELECTRICAL COMPUTER RECEPTACLE.
- * THE COST PER FLOOR MOUNTED TELEPHONE OUTLET.
- * THE COST PER WALL MOUNTED TELEPHONE OUTLET.
- * THE COST PER INTERIOR DOOR.

THE COST PER LOCKED DOORSET

THE COST PER DEDICATED 115/120V CIRCUIT WITH ISOLATED GROUND

THE COST FOR WIRED DATA CABLE OUTLET

THE COST FOR CIPHER LOCK (SIMPLEX OR EQUAL)

THE COST FOR WIRED OUTLET TO HARDWIRE MODULAR SYSTEMS FURNITURE CONNECTIONS, (WESTINGHOUSE, STEELCASE OR EQUAL).

THE COST FOR J-BOX CIRCUITS

ALL ITEMS 2-8, 11, 12, 14, AND 15 REQUIRE ITEMS TO BE WIRED.

(A) THE UNIT PRICES WHICH THE OFFEROR IS REQUIRED TO LIST WILL BE USED, UPON ACCEPTANCE BY GSA, DURING THE FIRST YEAR OF THE LEASE TO PRICE ALTERATIONS COSTING \$25,000 OR LESS. THESE PRICES MAY BE INDEXED OR RENEGOTIATED TO APPLY TO SUBSEQUENT YEARS OF THE LEASE UPON MUTUAL AGREEMENT OF THE LESSOR AND GOVERNMENT.

(B) WHERE UNIT PRICES FOR ALTERATIONS ARE NOT AVAILABLE, THE LESSOR MAY BE REQUESTED TO PROVIDE A PRICE PROPOSAL FOR THE ALTERATIONS. ORDERS WILL BE PLACED BY ISSUANCE OF A GSA FORM 276, SUPPLEMENTAL LEASE AGREEMENT, A GSA FORM 300, ORDER FOR SUPPLIES OR SERVICES, OR A TENANT AGENCY APPROVED FORM. THE CLAUSES ENTITLED "GSAR 552.232-71 PROMPT PAYMENT (APRIL 1989)" AND "GSAR 552.232-72 INVOICE REQUIREMENTS (VARIATION) (APR 1989)" APPLY TO ORDERS FOR ALTERATIONS (SEE GSA FORM 3517). ALL ORDERS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS LEASE.

(C) ORDERS MAY BE PLACED BY THE CONTRACTING OFFICER, THE GSA BUILDINGS MANAGER OR TENANT AGENCY OFFICIALS WHEN SPECIFICALLY AUTHORIZED TO DO SO BY THE CONTRACTING OFFICER. THE CONTRACTING OFFICER WILL PROVIDE THE LESSOR WITH A LIST OF AGENCY OFFICIALS AUTHORIZED TO PLACE ORDERS AND WILL SPECIFY ANY LIMITATIONS ON THE AUTHORITY DELEGATED TO TENANT AGENCY OFFICIALS. THE TENANT AGENCY OFFICIALS ARE NOT AUTHORIZED TO DEAL WITH THE LESSOR ON ANY OTHER MATTERS.

(D) PAYMENTS FOR ALTERATIONS ORDERED BY TENANT AGENCIES WILL BE MADE DIRECTLY BY THE AGENCY PLACING THE ORDER.

(A) THE GOVERNMENT SHALL PAY ADDITIONAL RENT FOR ITS SHARE OF INCREASES IN REAL ESTATE TAXES OVER TAXES PAID FOR THE CALENDAR YEAR IN WHICH ITS LEASE COMMENCES (BASE YEAR). PAYMENT WILL BE IN A LUMP SUM AND BECOME DUE ON THE FIRST WORKDAY OF THE MONTH FOLLOWING THE MONTH IN WHICH PAID TAX RECEIPTS FOR THE BASE YEAR AND THE CURRENT YEAR ARE PRESENTED, OR THE ANNIVERSARY DATE OF THE LEASE, WHICHEVER IS LATER. THE GOVERNMENT WILL BE RESPONSIBLE FOR PAYMENT ONLY IF THE RECEIPTS ARE SUBMITTED WITHIN 60 CALENDAR DAYS OF THE DATE THE TAX PAYMENT IS DUE. IF NO FULL TAX

3.1 UNIT COSTS FOR
ADJUSTMENTS3.2 ALTERATIONS 25,000 OR
LESS3.3 TAX ADJUSTMENT GSAR
552.270-24 (6/85)

INITIALS: _____ \$ _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION
MISCELLANEOUS

ASSESSMENT IS MADE DURING THE CALENDAR YEAR IN WHICH THE GOVERNMENT LEASE COMMENCES, THE BASE YEAR WILL BE THE FIRST YEAR OF A FULL ASSESSMENT.

(B) THE GOVERNMENT'S SHARE OF THE TAX INCREASE WILL BE BASED ON THE RATIO OF THE SQUARE FEET OCCUPIED BY THE GOVERNMENT TO THE TOTAL RENTABLE SQUARE FEET IN THE BUILDING. IF THE GOVERNMENT'S LEASE TERMINATES BEFORE THE END OF A CALENDAR YEAR, PAYMENT WILL BE BASED ON THE PERCENTAGE OF THE YEAR IN WHICH THE GOVERNMENT OCCUPIED SPACE. THE PAYMENT WILL NOT INCLUDE PENALTIES FOR NON-PAYMENT OR DELAY IN PAYMENT. IF THERE IS ANY VARIANCE BETWEEN THE ASSESSED VALUE OF THE GOVERNMENT'S SPACE AND OTHER SPACE IN THE BUILDING, THE GOVERNMENT MAY ADJUST THE BASIS FOR DETERMINING ITS SHARE OF THE TAX INCREASE.

(C) THE GOVERNMENT MAY CONTEST THE TAX ASSESSMENT BY INITIATING LEGAL PROCEEDINGS ON BEHALF OF THE GOVERNMENT AND THE LESSOR OR THE GOVERNMENT ALONE. IF THE GOVERNMENT IS PRECLUDED FROM TAKING LEGAL ACTION, THE LESSOR SHALL CONTEST THE ASSESSMENT UPON REASONABLE NOTICE BY THE GOVERNMENT. THE GOVERNMENT SHALL REIMBURSE THE LESSOR FOR ALL COSTS AND SHALL EXECUTE ALL DOCUMENTS REQUIRED FOR THE LEGAL PROCEEDINGS. THE LESSOR SHALL AGREE WITH THE ACCURACY OF THE DOCUMENTS. THE GOVERNMENT SHALL RECEIVE ITS SHARE OF ANY TAX REFUND. IF THE GOVERNMENT ELECTS TO CONTEST THE TAX ASSESSMENT, PAYMENT OF THE ADJUSTED RENT SHALL BECOME DUE ON THE FIRST WORKDAY OF THE MONTH FOLLOWING CONCLUSION OF THE APPEAL PROCEEDINGS.

(D) IN THE EVENT OF ANY DECREASES IN REAL ESTATE TAXES OCCURRING DURING THE TERM OF OCCUPANCY UNDER THE LEASE, THE RENTAL AMOUNT WILL BE REDUCED ACCORDINGLY. THE AMOUNT OF ANY SUCH REDUCTIONS WILL BE DETERMINED IN THE SAME MANNER AS INCREASES IN RENT PROVIDED UNDER THIS CLAUSE.

(A) BEGINNING WITH THE SECOND YEAR OF THE LEASE AND EACH YEAR AFTER, THE GOVERNMENT SHALL PAY ADJUSTED RENT FOR CHANGES IN COSTS FOR CLEANING SERVICES, SUPPLIES, MATERIALS, MAINTENANCE, TRASH REMOVAL, LANDSCAPING, WATER, SEWER CHARGES, HEATING, ELECTRICITY, AND CERTAIN ADMINISTRATIVE EXPENSES ATTRIBUTABLE TO OCCUPANCY. APPLICABLE COSTS LISTED ON GSA FORM 1217, LESSOR'S ANNUAL COST STATEMENT, WHEN NEGOTIATED AND AGREED UPON, WILL BE USED TO DETERMINE THE BASE RATE FOR OPERATING COSTS ADJUSTMENT.

3.4 OPERATING COSTS GSAR
552.270-23 (6/85)

(B) THE AMOUNT OF ADJUSTMENT WILL BE DETERMINED BY MULTIPLYING THE BASE RATE BY THE PERCENT OF CHANGE IN THE COST OF LIVING INDEX. THE PERCENT CHANGE WILL BE COMPUTED BY COMPARING THE INDEX FIGURE PUBLISHED FOR THE MONTH PRIOR TO THE LEASE COMMENCEMENT DATE WITH THE INDEX FIGURE PUBLISHED FOR THE MONTH WHICH BEGINS EACH SUCCESSIVE 12-MONTH PERIOD. FOR EXAMPLE, A LEASE WHICH COMMENCES IN JUNE OF 1985 WOULD USE THE INDEX PUBLISHED FOR MAY OF 1985 AND THAT FIGURE WOULD BE COMPARED WITH THE INDEX PUBLISHED FOR MAY OF 1986, MAY OF 1987, AND SO ON, TO DETERMINE THE PERCENT CHANGE. THE COST OF LIVING INDEX WILL BE MEASURED BY THE U.S. DEPARTMENT OF LABOR REVISED CONSUMER PRICE INDEX FOR WAGE EARNERS AND CLERICAL WORKERS, U.S. CITY AVERAGE, ALL ITEMS FIGURE, (1982-84 = 100) PUBLISHED BY THE BUREAU OF LABOR STATISTICS. PAYMENT WILL BE MADE WITH THE MONTHLY INSTALLMENT OF FIXED RENT. RENTAL ADJUSTMENTS WILL BE EFFECTIVE ON THE ANNIVERSARY DATE OF THE LEASE. PAYMENT OF THE ADJUSTED RENTAL RATE WILL BECOME DUE ON THE FIRST WORKDAY OF THE SECOND MONTH FOLLOWING THE PUBLICATION OF THE COST OF LIVING INDEX FOR THE MONTH PRIOR TO THE LEASE COMMENCEMENT DATE.

(C) IF THE GOVERNMENT EXERCISES AN OPTION TO EXTEND THE LEASE TERM AT THE SAME RATE AS THAT OF THE ORIGINAL TERM, THE OPTION PRICE WILL BE BASED ON THE ADJUSTMENT DURING THE ORIGINAL TERM. ANNUAL ADJUSTMENTS WILL CONTINUE.

(D) IN THE EVENT OF ANY DECREASES IN THE COST OF LIVING INDEX OCCURRING DURING THE TERM OF THE OCCUPANCY UNDER THE LEASE, THE RENTAL AMOUNT WILL BE REDUCED ACCORDINGLY. THE AMOUNT OF SUCH REDUCTIONS WILL BE DETERMINED IN THE SAME MANNER AS INCREASES IN RENT PROVIDED UNDER THIS CLAUSE.

(E) THE OFFER MUST CLEARLY STATE WHETHER THE RENTAL IS FIRM THROUGHOUT THE TERM OF THE LEASE OR IF IT IS SUBJECT TO ANNUAL ADJUSTMENT OF OPERATING COSTS AS INDICATED ABOVE. IF OPERATING COSTS WILL BE SUBJECT TO ADJUSTMENT, IT SHOULD BE SPECIFIED ON BLOCK 19 OF GSA FORM 1344, PROPOSAL TO LEASE SPACE, CONTAINED ELSEWHERE IN THIS SOLICITATION.

NET USABLE SPACE IS THE METHOD OF MEASUREMENT FOR THE AREA FOR WHICH GSA WILL PAY A SQUARE FOOT RATE. IT IS DETERMINED AS FOLLOWS:

3.5 NET USABLE SPACE

IF THE SPACE IS ON A SINGLE TENANCY FLOOR, COMPUTE THE INSIDE GROSS AREA

INITIALS: _____ \$ _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

MISCELLANEOUS

BY MEASURING BETWEEN THE INSIDE FINISH OF THE PERMANENT EXTERIOR BUILDING WALLS FROM THE FACE OF THE CONVECTORS (PIPES OR OTHER WALL-HUNG FIXTURES) IF THE CONVECTOR OCCUPIES AT LEAST 50 PERCENT OF THE LENGTH OF EXTERIOR WALLS.

IF THE SPACE IS ON A MULTIPLE TENANCY FLOOR, MEASURE FROM THE EXTERIOR BUILDING WALLS AS ABOVE AND TO THE ROOM SIDE FINISH OF THE FIXED CORRIDOR AND SHAFT WALLS AND/OR THE CENTER OF TENANT-SEPARATING PARTITIONS.

IN ALL MEASUREMENTS, MAKE NO DEDUCTIONS FOR COLUMNS AND PROJECTIONS ENCLOSING THE STRUCTURAL ELEMENTS OF THE BUILDING AND DEDUCT THE FOLLOWING FROM THE GROSS AREA INCLUDING THEIR ENCLOSING WALLS:

TOILETS AND LOUNGES,
STAIRWELLS,
ELEVATORS AND ESCALATOR SHAFTS,
BUILDING EQUIPMENT AND SERVICE AREAS,
ENTRANCE AND ELEVATOR LOBBIES,
STACKS AND SHAFTS, AND
CORRIDORS IN PLACE OR REQUIRED BY LOCAL CODES AND ORDINANCES.

UNLESS OTHERWISE NOTED, ALL REFERENCES IN THIS SOLICITATION TO SQUARE FEET SHALL MEAN NET USABLE SQUARE FEET.

THE RIGHT TO USE APPURTENANT AREAS AND FACILITIES IS INCLUDED. THE GOVERNMENT RESERVES THE RIGHT TO POST GOVERNMENT RULES AND REGULATIONS WHERE THE GOVERNMENT LEASES SPACE.

IN CASE OF FAILURE ON THE PART OF THE LESSOR TO COMPLETE THE WORK WITHIN THE TIME FIXED IN THE LEASE CONTRACT OR LETTER OF AWARD, THE LESSOR SHALL PAY THE GOVERNMENT AS FIXED AND AGREED LIQUIDATED DAMAGES, PURSUANT TO THIS CLAUSE, THE SUM OF \$5,500 FOR EACH AND EVERY CALENDAR DAY THAT THE DELIVERY IS DELAYED BEYOND THE DATE SPECIFIED FOR DELIVERY OF ALL THE SPACE READY FOR OCCUPANCY BY THE GOVERNMENT.

APPROXIMATELY 150 SQUARE FEET OF THE SPACE IN PARAGRAPH NO. 1 WILL BE USED FOR THE OPERATION OF A VENDING FACILITY(IES) BY THE BLIND UNDER THE PROVISIONS OF THE RANDOLPH-SHEPPARD ACT (20 USC 107 ET. SEQ.). GSA WILL CONTROL THE NUMBER, KIND, AND LOCATIONS OF VENDING FACILITIES AND WILL CONTROL AND RECEIVE INCOME FROM ALL AUTOMATIC VENDING MACHINES. THE LESSOR IS REQUIRED TO PROVIDE NECESSARY UTILITIES AND TO MAKE RELATED ALTERATIONS. THE COST OF THE IMPROVEMENTS WILL BE NEGOTIATED AND PAYMENT WILL BE MADE BY THE GOVERNMENT EITHER ON A LUMP-SUM BASIS OR A RENTAL INCREASE.

GSA WILL ASSURE THAT THE FACILITY(IES) DOES NOT COMPETE WITH OTHER FACILITIES HAVING EXCLUSIVE RIGHTS IN THE BUILDING. OFFERORS MUST ADVISE GSA IF SUCH RIGHTS EXIST.

IF THE GOVERNMENT FAILS TO OCCUPY ANY PORTION OF THE LEASED PREMISES OR VACATES THE PREMISES IN WHOLE OR IN PART PRIOR TO EXPIRATION OF THE FIRM TERM OF THE LEASE, THE RENTAL RATE SHALL BE REDUCED AS FOLLOWS:

THE RATE SHALL BE REDUCED BY THAT PORTION OF THE COSTS PER SQUARE FOOT OF OPERATING EXPENSES NOT REQUIRED TO MAINTAIN THE SPACE. SAID REDUCTION SHALL OCCUR AFTER THE GOVERNMENT GIVES 30 DAYS PRIOR NOTICE TO THE LESSOR, AND SHALL CONTINUE IN EFFECT UNTIL THE GOVERNMENT OCCUPIES THE PREMISES OR THE LEASE EXPIRES OR IS TERMINATED.

(A) AT THE TIME OF SUBMISSION OF OFFERS, OFFERORS SHALL SUBMIT TO THE CONTRACTING OFFICER:

(1) SATISFACTORY EVIDENCE OF AT LEAST A CONDITIONAL COMMITMENT OF FUNDS IN AN AMOUNT NECESSARY TO PREPARE THE SPACE. SUCH COMMITMENTS MUST BE SIGNED BY AN AUTHORIZED BANK OFFICER AND AT A MINIMUM MUST STATE: AMOUNT OF LOAN; TERM IN YEARS; ANNUAL PERCENTAGE RATE; LENGTH OF LOAN COMMITMENT.

(2) THE NAME OF THE PROPOSED CONSTRUCTION CONTRACTOR, AS WELL AS EVIDENCE OF HIS EXPERIENCE, COMPETENCY, AND PERFORMANCE CAPABILITIES WITH CONSTRUCTION SIMILAR IN SCOPE TO THAT WHICH IS REQUIRED HEREIN.

(3) THE LICENSE OR CERTIFICATION OF THE INDIVIDUAL(S) AND/OR FIRM(S), PROVIDING ARCHITECTURAL AND ENGINEERING DESIGN SERVICES, TO PRACTICE IN THE STATE WHERE THE FACILITY IS LOCATED.

(4) COMPLIANCE WITH LOCAL ZONING LAWS OR EVIDENCE OF VARIANCES, IF ANY.

INITIALS: _____
LESSOR GOVERNMENT

3.6 APPURTENANT AREAS

3.7 LIQ DAMAGES GSAR
552.270-22 (6/85)

3.8 VENDING FACILITIES

3.9 ADJ. FOR VACANT PREMISES
GSAR 552.270-25

3.10 EVIDENCE OF CAPABILITY
TO PERFORM

SOLICITATION FOR OFFERS

SFO

90-117

SECTION
MISCELLANEOUS

APPROVED BY THE PROPER LOCAL AUTHORITY.

(5) EVIDENCE OF OWNERSHIP OR CONTROL OF SITE.

(B) AFTER AWARD:

WITHIN TEN (10) DAYS AFTER AWARD, THE SUCCESSFUL OFFEROR/LESSOR SHALL PROVIDE TO THE CONTRACTING OFFICER EVIDENCE OF:

(1) A FIRM COMMITMENT OF FUNDS IN AN AMOUNT SUFFICIENT TO PERFORM THE WORK.

(2) AWARD OF A CONSTRUCTION CONTRACT WITH A FIRM COMPLETION DATE.

(3) ISSUANCE OF A BUILDING PERMIT COVERING CONSTRUCTION OF THE IMPROVEMENTS.

WITHIN 20 WKG DAYS AFTER AWARD OF THE LEASE CONTRACT, THE SUCCESSFUL OFFEROR SHALL SUBMIT TO THE CONTRACTING OFFICER A TENTATIVE CONSTRUCTION SCHEDULE GIVING THE DATES ON WHICH THE VARIOUS PHASES OF CONSTRUCTION WILL BE COMPLETED TO COINCIDE WITH THE GOVERNMENT'S REQUIRED OCCUPANCY DATE (SEE PARAGRAPH ENTITLED "OCCUPANCY DATE"). THE FINALIZED SCHEDULE IS TO BE SUBMITTED NO LATER THAN 30 WKG DAYS AFTER AWARD.

THE SCHEDULE IS TO INCLUDE TIMING FOR COMPLETION OF DESIGN AND CONSTRUCTION MILESTONES, INCLUDING BUT NOT LIMITED TO, (1) SUBMITTAL OF PRELIMINARY PLANS AND SPECIFICATIONS, (2) SUBMITTAL OF OTHER WORKING DRAWINGS, (3) ISSUANCE OF A BUILDING PERMIT, (4) COMPLETED CONSTRUCTION DOCUMENTS, (5) START OF CONSTRUCTION, (6) COMPLETION OF PRINCIPAL CATEGORIES OF WORK, (7) PHASED COMPLETION, AND AVAILABILITY FOR OCCUPANCY OF EACH PORTION OF THE GOVERNMENT SPACE (BY FLOOR, BLOCK, OR OTHER APPROPRIATE CATEGORY), AND (8) FINAL CONSTRUCTION COMPLETION.

AFTER START OF CONSTRUCTION, THE SUCCESSFUL OFFEROR SHALL SUBMIT TO THE CONTRACTING OFFICER, WRITTEN PROGRESS REPORTS AT INTERVALS OF 10 WKG DAYS.

THE REPORT SHALL INCLUDE INFORMATION AS TO PERCENTAGE OF THE WORK COMPLETED BY PHASE AND TRADE, A STATEMENT AS TO EXPECTED COMPLETION AND OCCUPANCY DATE, CHANGES INTRODUCED INTO THE WORK, AND GENERAL REMARKS ON SUCH ITEMS AS MATERIAL SHORTAGES, STRIKES, WEATHER, ETC.

(A) CONSTRUCTION INSPECTIONS WILL BE MADE PERIODICALLY BY THE CONTRACTING OFFICER AND/OR DESIGNATED TECHNICAL REPRESENTATIVES TO REVIEW COMPLIANCE WITH THE SOLICITATION REQUIREMENTS AND THE FINAL WORKING DRAWINGS.

(B) PERIODIC REVIEWS, TESTS, AND INSPECTIONS BY THE GOVERNMENT ARE NOT TO BE INTERPRETED AS RESULTING IN ANY APPROVAL OF THE LESSOR'S APPARENT PROGRESS TOWARD MEETING THE GOVERNMENT'S OBJECTIVES, BUT ARE INTENDED TO DISCOVER ANY INFORMATION WHICH THE CONTRACTING OFFICER MAY BE ABLE TO CALL TO THE LESSOR'S ATTENTION TO PREVENT COSTLY MISDIRECTION OF EFFORT. THE LESSOR WILL REMAIN COMPLETELY RESPONSIBLE FOR DESIGNING, CONSTRUCTING, OPERATING, AND MAINTAINING THE BUILDING IN FULL ACCORDANCE WITH THE REQUIREMENTS OF THIS SOLICITATION.

3.11 CONSTRUCTION SCHEDULE

3.12 PROGRESS REPORTS

3.13 CONSTRUCTION INSPECTIONS

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

GENERAL ARCHITECTURAL

THE SPACE OFFERED SHOULD BE LOCATED IN A NEW OR MODERN OFFICE BUILDING WITH FACADE OF STONE, MARBLE, BRICK, STAINLESS STEEL, ALUMINUM OR OTHER PERMANENT MATERIALS IN GOOD CONDITION ACCEPTABLE TO THE CONTRACTING OFFICER. THE BUILDING SHOULD BE COMPATIBLE WITH ITS SURROUNDINGS. OVERALL THE BUILDING SHOULD PROJECT A PROFESSIONAL AND AESTHETICALLY PLEASING APPEARANCE INCLUDING AN ATTRACTIVE FRONT AND ENTRANCE WAY. THE BUILDING SHOULD HAVE ENERGY EFFICIENT WINDOWS OR GLASS AREAS CONSISTENT WITH THE STRUCTURAL INTEGRITY OF THE BUILDING, UNLESS NOT APPROPRIATE FOR INTENDED USE. THE FACADE, DOWNSPOUTS, ROOF TRIM AND WINDOW CASING ARE TO BE CLEAN AND IN GOOD CONDITION. IF NOT IN A NEW OR MODERN OFFICE BUILDING, THE SPACE OFFERED SHOULD BE IN A BUILDING THAT HAS UNDERGONE, OR WILL COMPLETE BY OCCUPANCY, FIRST CLASS RESTORATION OR ADAPTIVE REUSE FOR OFFICE SPACE WITH MODERN CONVENIENCES. IF THE RESTORATION WORK IS UNDERWAY OR PROPOSED, THEN ARCHITECTURAL PLANS ACCEPTABLE TO THE CONTRACTING OFFICER MUST BE SUBMITTED AS PART OF THE OFFER.

ALL WORK IN PERFORMANCE OF THIS LEASE MUST BE DONE BY SKILLED WORKERS OR MECHANICS AND BE ACCEPTABLE TO THE CONTRACTING OFFICER.

WHENEVER REQUESTED, THE LESSOR SHALL FURNISH AT NO COST TO GSA A CERTIFICATION BY A REGISTERED PROFESSIONAL ENGINEER(S) THAT THE BUILDING AND ITS SYSTEMS AS DESIGNED AND CONSTRUCTED WILL SATISFY THE REQUIREMENTS OF THIS LEASE.

THE DESIGN OF THE SPACE OFFERED MUST BE CONDUCTIVE TO EFFICIENT LAYOUT AND GOOD UTILIZATION.

WITHIN TWENTY (20) DAYS AFTER OCCUPANCY, ONE-EIGHTH INCH AS-BUILT MYLAR REPRODUCIBLE FULL FLOOR PLANS SHOWING THE SPACE UNDER LEASE AS WELL AS CORRIDORS, STAIRWAYS, AND CORE AREAS MUST BE PROVIDED TO THE CONTRACTING OFFICER.

ALL ADJOINING FLOOR AREAS MUST BE OF A COMMON LEVEL, NON-SLIP, AND ACCEPTABLE TO THE CONTRACTING OFFICER. UNDERFLOOR SURFACES MUST BE SMOOTH AND LEVEL. OFFICE AREAS SHALL HAVE A MINIMUM LIVE LOAD CAPACITY OF 50 POUNDS PER SQUARE FOOT PLUS 20 POUNDS PER SQUARE FOOT FOR MOVEABLE PARTITIONS. STORAGE AREAS SHALL HAVE A MINIMUM LIVE LOAD CAPACITY OF 100 POUNDS PER SQUARE FOOT INCLUDING MOVEABLE PARTITIONS. WRITTEN CERTIFICATION OF THE FLOOR LOAD CAPACITY, AT NO COST TO THE GOVERNMENT, BY A REGISTERED PROFESSIONAL ENGINEER MAY BE REQUIRED. CALCULATIONS AND STRUCTURAL DRAWINGS MAY ALSO BE REQUIRED.

ALL EXITS, STAIRS, CORRIDORS, AISLES, AND PASSAGEWAYS THAT MAY BE USED BY THE GOVERNMENT SHALL COMPLY WITH NFPA STANDARD NO. 101, EXCEPT THAT THERE MUST BE AT LEAST 2 SEPARATE EXITS AVAILABLE FROM EVERY FLOOR. THE MINIMUM WIDTH OF ANY CORRIDOR OR PASSAGEWAY SERVING AS A REQUIRED EXIT OR MEANS OF TRAVEL TO OR FROM A REQUIRED EXIT MUST BE NOT LESS THAN 44 INCHES CLEAR WIDTH. SCISSOR STAIRS ONLY COUNT AS ONE EXIT. THE TWO MOST REMOTE EXITS ON EACH FLOOR MUST BE SEPARATED BY A DISTANCE EQUAL TO AT LEAST 2/3 THE LONG RECTANGULAR DIMENSION OF THE FLOOR, AND THE MAXIMUM LENGTH OF DEAD-END CORRIDORS AND COMMON PATHS OF TRAVEL IS 50 FEET. VESTIBULES SHALL BE PROVIDED AT PUBLIC ENTRANCES AND EXITS WHEREVER WEATHER CONDITIONS AND HEAT LOSS ARE IMPORTANT FACTORS FOR CONSIDERATION. IN THE EVENT OF NEGATIVE AIR PRESSURE CONDITIONS, PROVISIONS SHALL BE MADE FOR EQUALIZING AIR PRESSURE.

OFFICE SPACE MUST HAVE WINDOWS IN EACH EXTERIOR BAY UNLESS WAIVED BY THE CONTRACTING OFFICER.

ALL WINDOWS SHALL BE WEATHERTIGHT. OPENING WINDOWS MUST BE EQUIPPED WITH LOCKS. OFF-STREET, GROUND LEVEL WINDOWS AND THOSE ACCESSIBLE FROM FIRE ESCAPES, ADJACENT ROOFS, AND OTHER STRUCTURES THAT CAN BE OPENED SHALL BE FITTED WITH A STURDY LOCKING DEVICE. LOCKS ON WINDOWS OR DOORS LEADING TO FIRE ESCAPES SHALL BE OF A TYPE THAT CAN EASILY BE OPENED FROM WITHIN THE BUILDING WITHOUT ANY SPECIAL KNOWLEDGE OR EFFORT. WINDOWS EXTENDING 18 INCHES FROM THE FLOOR AND LOCATED AT LEAST 4 FEET ABOVE GRADE SHALL BE PROVIDED WITH A SAFETY BAR ON THE INTERIOR WINDOW APPROXIMATELY 3 FEET ABOVE FLOOR LEVEL.

(A) PARKING AND LOADING ZONES:

IF PARKING IS PROVIDED FOR EMPLOYEES OR VISITORS OR BOTH, THEN LEVEL ACCESSIBLE SPACES SHALL BE PROVIDED AND DESIGNATED IN THE PARKING AREA(S) NEAREST AN ACCESSIBLE ENTRANCE ON AN ACCESSIBLE ROUTE IN CONFORMANCE WITH THE FOLLOWING TABLE:

INITIALS: _____
LESSOR GOVERNMENT

4.1 QUALITY & APPEAR. OF BUILDING EXTERIOR

4.2 WORK PERFORMANCE

4.3 BUILDING SYSTEMS CERTIFICATION

4.4 SPACE EFFICIENCY

4.5 FLOOR PLANS AFTER OCCUPANCY

4.6 FLOORS AND FLOOR LOAD

4.7 EXITS & ACCESS

4.8 WINDOWS

4.9 HANDICAPPED ACCESSIBILITY (A-C)

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

GENERAL ARCHITECTURAL

TOTAL SPACES
IN LOT(S)MINIMUM NUMBER
OF ACCESSIBLE SPACES

1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	2 PERCENT OF TOTAL
OVER 1000	20 PLUS 1 FOR EACH 100 OVER 1000

ACCESSIBLE SPACES SHALL BE AT LEAST 8 FEET WIDE WITH A 5-FOOT-WIDE ACCESS AISLE TO WALKS AND RAMPS. TWO SPACES MAY SHARE A COMMON AISLE. THESE SPACES SHOULD BE DESIGNED SO THE DISABLED ARE NOT COMPELLED TO WHEEL OR WALK BEHIND PARKED CARS. WHERE PASSENGER LOADING ZONES EXIST, AN ACCESS AISLE AT LEAST 5 FEET WIDE AND 20 FEET LONG ADJACENT AND PARALLEL TO THE VEHICLE PULL-UP SPACE SHALL BE PROVIDED ON AN ACCESSIBLE ROUTE. ACCESSIBLE SPACES SHALL BE DESIGNATED AS RESERVED FOR THE DISABLED BY A SIGN WITH THE SYMBOL OF ACCESSIBILITY. SUCH SIGN SHALL NOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE.

(B) ROUTE:

(1) AT LEAST ONE ACCESSIBLE ROUTE HAVING NO STEPS OR ABRUPT CHANGES IN LEVEL SHALL CONNECT WITH ALL ACCESSIBLE ELEMENTS, SPACES, BUILDINGS, AND COURSES OF PASSAGE. THE MINIMUM CLEAR WIDTH OF AN ACCESSIBLE ROUTE SHALL BE 36 INCHES. IF AN ACCESSIBLE ROUTE IS LESS THAN 60 INCHES IN WIDTH THEN IT SHALL HAVE LEVEL PASSING ZONES, SPACED AT NO MORE THAN 200 FEET APART, MEASURING A MINIMUM OF 60 INCHES BY 60 INCHES.

(2) FLOOR SURFACES AND CARPET SHALL BE STABLE, SECURE, FIRM AND SLIP RESISTANT. CHANGES IN LEVEL UP TO 1/4 INCH MAY BE VERTICAL AND WITHOUT EDGE TREATMENT. LEVEL CHANGES BETWEEN 1/4 INCH AND 1/2 INCH SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2. CHANGES EXCEEDING 1/2 INCH SHALL BE TREATED AS A RAMP. GRATINGS IN A ROUTE SURFACE SHALL HAVE SPACES NO WIDER THAN 1/2 INCH IN ONE DIRECTION AND SHALL BE PLACED SO THAT THE LONG DIMENSION OF OPENINGS IS PERPENDICULAR TO THE DOMINANT DIRECTION OF TRAVEL.

(3) OBJECTS PROJECTING FROM WALLS WITH THEIR LEADING EDGES BETWEEN 27 AND 90 INCHES ABOVE THE FINISHED FLOOR SHALL PROTRUDE NO MORE THAN 4 INCHES INTO AN ACCESSIBLE ROUTE. FREESTANDING OBJECTS MOUNTED ON POSTS OR PYLONS MAY OVERHANG 12 INCHES MAXIMUM FROM 27 TO 80 INCHES ABOVE THE GROUND OR THE FINISHED FLOOR. OBJECTS MOUNTED WITH THEIR LEADING EDGES AT OR BELOW 27 INCHES ABOVE THE FINISHED FLOOR MAY PROTRUDE ANY DISTANCE. HOWEVER, NO PROTRUDING OBJECTS SHALL REDUCE THE CLEAR WIDTH OF AN ACCESSIBLE ROUTE OR MANEUVERING SPACE. IF VERTICAL CLEARANCE OF AN AREA ADJOINING AN ACCESSIBLE ROUTE IS REDUCED TO LESS THAN 80 INCHES, A BARRIER TO WARN BLIND OR VISUALLY IMPAIRED PERSONS SHALL BE PROVIDED.

(4) MECHANICAL ROOMS AND SPACES WHICH ARE NOT NORMALLY FREQUENTED BY THE PUBLIC OR OCCUPANTS AND ARE NOT PART OF AN ACCESSIBLE OR EMERGENCY ROUTE ARE EXCEPTED AND NEED NOT BE ACCESSIBLE.

(C) ENTRANCE AND EGRESS:

AT LEAST ONE PRINCIPAL ENTRANCE AT EACH GRADE FLOOR LEVEL SHALL BE ACCESSIBLE. WHEN EXISTING ENTRANCES NORMALLY SERVE ANY OF THE FOLLOWING FUNCTIONS, THEN AT LEAST ONE OF THE ENTRANCES SERVING EACH FUNCTION SHALL BE ACCESSIBLE: TRANSPORTATION FACILITIES, PASSENGER LOADING ZONES, ACCESSIBLE PARKING FACILITIES, TAXI STANDS, PUBLIC STREETS AND SIDEWALKS OR ACCESSIBLE INTERIOR VERTICAL ACCESS. AN ACCESSIBLE ENTRANCE SHALL BE PART OF AN ACCESSIBLE ROUTE AND SHALL INCLUDE AN ACCESSIBLE DOOR. A SERVICE ENTRANCE SHALL NOT BE THE SOLE ACCESSIBLE ENTRANCE UNLESS IT IS THE ONLY ENTRANCE. ACCESSIBLE ENTRANCES SHALL BE IDENTIFIED BY THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. THE SIGNS SHALL BE LOCATED SO THAT HANDICAPPED INDIVIDUALS APPROACHING THE BUILDING WILL BE DIRECTED TO THE ACCESSIBLE ENTRANCE. ALL APPLICABLE SPECIFICATIONS FOR ENTRANCE SHALL APPLY TO EGRESS.

INITIALS: _____ S _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO
90-117SECTION
GENERAL ARCHITECTURAL(D) RAMPS:

ANY PART OF AN ACCESSIBLE ROUTE WITH A SLOPE GREATER THAN 1 FOOT RISE IN 20 FEET SHALL BE CONSIDERED A RAMP. WHERE RAMPS ARE NECESSARY, THEY SHALL HAVE A NON-SLIP SURFACE WITH A SLOPE NO GREATER THAN 1 FOOT RISE IN 12 FEET. RAMPS MUST HAVE A MINIMUM CLEAR WIDTH OF 3 FEET WITH LEVEL LANDINGS AT THE TOP AND BOTTOM OF EACH RAMP RUN. EACH LANDING SHALL BE AT LEAST 5 FEET IN LENGTH AND AS WIDE AS ANY RAMP RUN LEADING INTO IT. THE MAXIMUM RISE FOR ANY RUN SHALL BE 30 INCHES. INTERMEDIATE LANDINGS FOR TURNING RAMPS SHALL MEASURE A MINIMUM OF 5 FEET BY 5 FEET. HANDRAILS COMPLYING WITH "HANDRAILS" SHALL BE PROVIDED ON BOTH SIDES OF ALL RAMPS WITH A VERTICAL RISE GREATER THAN 6 INCHES. RAMPS WITH DROP-OFFS SHALL HAVE CURBS (MINIMUM 2 INCHES HIGH), WALLS, RAILINGS OR PROJECTING SURFACES. CURB RAMPS SHALL BE PROVIDED WHEREVER AN ACCESSIBLE ROUTE CROSSES A CURB. CURB RAMPS SHALL NOT INTERFERE WITH WALKS OR VEHICULAR TRAFFIC. THE MAXIMUM SLOPE OF A CURB RAMP SHALL BE A 1" RISE PER 12 INCH RUN. THE MAXIMUM LENGTH OF A CURB RAMP SHALL BE 6 FEET WITH A MINIMUM WIDTH OF 36", EXCLUSIVE OF FLARED SIDES. IF NO OTHER ALTERNATIVE IS FEASIBLE, ACCESSIBLE PLATFORM LIFTS MAY BE USED IN LIEU OF A RAMP OR ELEVATOR. LIFTS SHALL HAVE ACCESSIBLE CONTROLS AND CLEARANCES, SHALL COMPLY WITH APPLICABLE SAFETY REGULATIONS, AND SHOULD FACILITATE UNASSISTED ENTRY AND EXIT.

(E) STAIRS:

(1) IF FLOORS ARE SERVICED BY AN ACCESSIBLE ELEVATOR, THEN STAIRS CONNECTING THESE FLOORS NEED NOT MEET THE ACCESSIBILITY REQUIREMENTS IN "STAIRS" AND "HANDRAILS".

(2) ALL STEPS ON A SINGLE FLIGHT OF STAIRS SHALL HAVE UNIFORM RISER HEIGHTS AND UNIFORM TREAD WIDTHS. OPEN RISER STAIRS ARE NOT PERMITTED. RISERS SHALL BE SLOPED OR THE UNDERSIDE OF THE NOSING SHALL HAVE AN ANGLE OF NOT LESS THAN 60 DEGREES FROM THE HORIZONTAL.

(3) STAIR TREADS SHALL NOT HAVE ABRUPT NOSINGS AND SHALL BE NO LESS THAN 11 INCHES WIDE, MEASURED FROM RISER TO RISER. THE RADIUS OF CURVATURE AT THE LEADING EDGE OF THE TREAD SHALL BE NO GREATER THAN 1/2 INCH. THE MAXIMUM NOSING PROJECTION SHALL BE NO GREATER THAN 1-1/2 INCH.

(F) HANDRAILS:

HANDRAILS SHALL BE PROVIDED ON BOTH SIDES OF STAIRS AND RAMPS. HANDRAILS SHALL BE CONTINUOUS AND EXTEND A MINIMUM OF 12 INCHES BEYOND THE TOP RISER AND 12 INCHES PLUS THE WIDTH OF ONE TREAD BEYOND THE BOTTOM RISER. AT THE TOP, THE 12 INCH EXTENSION SHALL BE PARALLEL WITH THE FLOOR. AT THE BOTTOM, THE HANDRAIL SHALL CONTINUE TO SLOPE FOR A DISTANCE OF ONE TREAD WIDTH FROM THE BOTTOM RISER WITH THE 12 INCH REMAINDER BEING HORIZONTAL AND PARALLEL WITH THE FLOOR. THE INSIDE HANDRAIL ON SWITCHBACK, DOGLEG STAIRS OR RAMPS SHALL ALWAYS BE CONTINUOUS. HANDRAILS SHALL NOT PRESENT A HAZARD AND SHALL BE EITHER ROUNDED OR RETURNED SMOOTHLY TO THE FLOOR, WALL, OR POST. ALL HANDRAILS AND ADJACENT SURFACES SHALL BE FREE OF ANY SHARP OR ABRASIVE ELEMENTS. CLEAR SPACE BETWEEN HANDRAILS AND THE WALL SHALL BE 1-1/2 INCHES. GRIPPING SURFACES SHALL BE UNINTERRUPTED AND MOUNTED BETWEEN 30 AND 34 INCHES ABOVE STAIR NOSINGS. THE DIAMETER OR WIDTH OF THE GRIPPING SURFACES OF A HANDRAIL SHALL BE 1-1/4 INCHES TO 1-1/2 INCHES, OR THE SHAPE SHALL PROVIDE AN EQUIVALENT GRIPPING SURFACE. HANDRAILS SHALL NOT ROTATE WITHIN THEIR FITTINGS.

(G) DOORS:

(1) AT LEAST ONE ACCESSIBLE DOOR OR OPENING SHALL SERVE EACH ACCESSIBLE ENTRANCE, SPACE, ROUTE, EGRESS, AND EMERGENCY PLACE OF REFUGE. REVOLVING DOORS OR TURNSTILES SHALL NOT BE THE ONLY MEANS OF PASSAGE ALONG AN ACCESSIBLE ROUTE. GATES SHALL MEET ALL APPLICABLE SPECIFICATIONS FOR DOORS.

(2) DOORWAYS SHALL HAVE A MINIMUM CLEAR OPENING OF 32 INCHES WITH THE DOOR OPEN 90 DEGREES, UNLESS A WIDER CLEARANCE IS SPECIFIED WITHIN "ARCHITECTURAL FINISHES". IF DOORWAYS HAVE TWO INDEPENDENTLY OPERATED DOOR LEAVES, THEN AT LEAST ONE LEAF SHALL PROVIDE A MINIMUM CLEAR OPENING OF 32 INCHES. DOORS NOT REQUIRING FULL USER PASSAGE, SUCH AS SHALLOW CLOSETS, MAY HAVE A MINIMUM CLEAR OPENING OF 20 INCHES. DOORS IN A SERIES SHALL SWING EITHER IN THE SAME DIRECTION OR AWAY FROM THE SPACE BETWEEN THE DOORS. THE MINIMUM SPACE BETWEEN HINGED OR PIVOTED DOORS IN A SERIES SHALL BE 48 INCHES PLUS THE WIDTH OF ANY DOOR SWINGING INTO THE SPACE.

INITIALS: _____
LESSOR GOVERNMENT

4.10 HANDICAPPED
ACCESSIBILITY (D-F)4.11 HANDICAPPED
ACCESSIBILITY (G-I)

SOLICITATION FOR OFFERS

SFO

90-117

SECTION
GENERAL ARCHITECTURAL

(3) RAISED THRESHOLDS AT DOORS SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2 AND SHALL NOT EXCEED 3/4 INCH IN HEIGHT FOR EXTERIOR SLIDING DOORS OR 1/2 INCH FOR OTHER DOORS. OPERATING HARDWARE ON ACCESSIBLE DOORS SHALL BE MOUNTED NO HIGHER THAN 48 INCHES ABOVE THE FINISHED FLOOR AND SHALL HAVE A GRIP AND OPERATION WHICH FACILITATES USE WITH ONE HAND WITHOUT TIGHT GRASPING, TIGHT PINCHING, OR TWISTING OF THE WRIST. DOORS LEADING TO AREAS WHICH ARE POTENTIALLY DANGEROUS FOR BLIND INDIVIDUALS SHALL HAVE TEXTURED WARNING HANDLES OR HANDLE COVERS. IF A DOOR HAS AN AUTOMATIC CLOSER, THEN THE SWEEP PERIOD SHALL BE ADJUSTED SO THAT FROM AN OPEN POSITION OF 70 DEGREES, THE DOOR WILL TAKE AT LEAST 3 SECONDS TO MOVE TO A POINT 3 INCHES FROM THE LATCH. FIRE DOORS SHALL HAVE THE MINIMUM OPENING FORCE ALLOWABLE BY THE APPROPRIATE ADMINISTRATIVE AUTHORITY. ALL OTHER INTERIOR DOORS SHALL HAVE A MAXIMUM OPENING FORCE OF 5 FOOT-POUNDS. IF POWER-OPERATED DOORS ARE PROVIDED, THEY SHALL COMPLY WITH ANSI A 156.10-1979.

(4) CLEARANCES SHALL BE PROVIDED AT DOORS THAT ARE NOT AUTOMATIC OR POWER ASSISTED AND SHALL COMPLY AS REQUIRED BELOW.

SWING DOOR MANEUVERING CLEARANCES:

(I) WHERE THE APPROACH FACES THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 5 FEET FROM THE SWING SIDE OF THE DOOR, 4 FEET FROM THE OPPOSITE SIDE AND A MINIMUM OF 1-1/2 FEET PAST THE LATCH SIDE (PULL SIDE) AND, FOR DOORS WITH AUTOMATIC CLOSERS, A MINIMUM OF 1 FOOT PAST THE LATCH SIDE (PUSH SIDE) OF THE DOOR.

(II) WHERE THE APPROACH IS FROM THE HINGE SIDE OF THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 5 FEET FROM THE SWING SIDE OF THE DOOR WHEN THE CLEARANCE PAST THE LATCH (PULL SIDE) EXTENDS TO A MINIMUM OF 3 FEET, 4-1/2 FEET FROM THE SWING SIDE OF THE DOOR WHEN THE CLEARANCE PAST THE LATCH (PULL SIDE) EXTENDS TO A MINIMUM OF 3-1/2 FEET, 4 FEET FROM THE OPPOSITE SIDE AND A MINIMUM OF 2 FEET PAST THE HINGED SIDE (PUSH SIDE).

(III) WHERE THE APPROACH IS FROM THE LATCH SIDE OF THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 4-1/2 FEET FROM THE SWING SIDE OF THE DOOR, 4 FEET FROM THE OPPOSITE SIDE AND A MINIMUM OF 2 FEET PAST THE LATCH SIDE (PUSH AND PULL SIDES).

(IV) WHERE AUTOMATIC DOOR CLOSERS ARE NOT USED AND THE APPROACH IS FROM THE SIDE, THE ABOVE MINIMUM MANEUVERING CLEARANCES ARE REDUCED BY 1/2 FOOT FROM EITHER FACE OF THE DOOR EXCEPT ON THE PULL SIDE ON A LATCH SIDE APPROACH.

SLIDING AND FOLDING DOOR MANEUVERING CLEARANCES:

(I) WHERE THE APPROACH FACES THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 4 FEET FROM THE FACE OF THE DOOR AND HAVE WIDTH AT LEAST AS WIDE AS THE DOOR.

(II) WHERE THE APPROACH IS FROM THE SLIDE SIDE OF THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 3 & 1/2 FEET FROM THE FACE OF THE DOOR AND 4 & 1/2 FEET FROM THE LATCH.

(III) WHERE THE APPROACH IS FROM THE LATCH SIDE OF THE DOOR, THE MANEUVERING CLEARANCE SHALL EXTEND A MINIMUM OF 3 & 1/2 FEET FROM THE FACE OF THE DOOR AND 2 FEET FROM THE LATCH.

(H) ELEVATORS:

ONE ACCESSIBLE PASSENGER ELEVATOR COMPLYING WITH AMERICAN NATIONAL STANDARDS INSTITUTE HANDBOOK (ANSI A117.1-1986) AND SECTION 4.10 OF UFAS, ENTITLED "ELEVATORS," SHALL SERVE EACH LEVEL IN ALL MULTISTORY BUILDINGS AND FACILITIES. IF MORE THAN ONE PASSENGER ELEVATOR IS PROVIDED, THEN EACH ELEVATOR SHALL BE EQUALLY ACCESSIBLE. ALL ELEVATOR CONTROL BUTTONS SHALL BE AT LEAST 3/4 INCH IN THEIR SMALLEST DIMENSION AND SHALL BE RAISED OR FLUSH. ADDITIONAL SPECIFICATIONS FOR ELEVATORS ARE LOCATED IN THE "ELEVATORS" PARAGRAPH OF THE "MECHANICAL, ELECTRICAL, PLUMBING" SECTION OF THIS SOLICITATION AND IN THE "CONTROLS" PARAGRAPH BELOW.

(I) TELEPHONES:

IF PUBLIC TELEPHONES ARE PROVIDED, THEN AT LEAST ONE UNIT PER FLOOR AND AT LEAST ONE UNIT PER BANK OF ADJACENT UNITS SHALL PROVIDE ACCESSIBLE

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

GENERAL ARCHITECTURAL

OPERATION AND COMPLY WITH "CONTROLS". ACCESSIBLE TELEPHONES SHALL HAVE PUSH-BUTTON CONTROLS WHERE AVAILABLE. THE HANDSET ON AN ACCESSIBLE TELEPHONE SHALL BE EQUIPPED WITH A CORD AT LEAST 29 INCHES LONG AND A RECEIVER THAT GENERATES A MAGNETIC FIELD IN THE AREA OF THE RECEIVER CAP. AT LEAST ONE ACCESSIBLE PUBLIC TELEPHONE SHALL BE EQUIPPED WITH A VOLUME CONTROL AND CLEARLY IDENTIFIED AS SUCH. TELEPHONE BOOKS SHALL ALSO BE ACCESSIBLE.

(J) CONTROLS:

ACCESSIBLE CONTROLS AND OPERATING MECHANISMS ARE REQUIRED IN ACCESSIBLE SPACES, ALONG ACCESSIBLE ROUTES, OR AS PARTS OF ACCESSIBLE ELEMENTS. ACCESSIBLE CONTROLS SHALL HAVE CLEAR APPROACH AREAS AT LEAST 30 INCHES WIDE BY 48 INCHES LONG THAT ALLOW EITHER FORWARD OR PARALLEL APPROACH BY A WHEELCHAIR. ACCESSIBLE CONTROLS SHALL BE BETWEEN 15 INCHES AND 48 INCHES IN HEIGHT FOR A FORWARD APPROACH OR BETWEEN 9 INCHES AND 54 INCHES FOR A PARALLEL APPROACH. ACCESSIBLE CONTROLS AND OPERATING MECHANISMS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN 5 FOOT-POUNDS.

STANDARD WALL-MOUNTED ELECTRICAL AND COMMUNICATIONS SYSTEM OUTLETS SHALL BE AT LEAST 15 INCHES ABOVE THE FLOOR.

ELEVATOR HALL AND LOBBY CALL BUTTONS SHALL BE CENTERED AT 42 INCHES ABOVE THE FLOOR AND INTERIOR BUTTONS SHALL COMPLY WITH THE ABOVE HEIGHT RESTRICTIONS. THE HIGHEST PART OF A TWO-WAY COMMUNICATION SYSTEM INSIDE AN ELEVATOR CAB CANNOT EXCEED 48 INCHES FROM THE FLOOR.

(K) SIGNAGE:

HANDICAPPED ACCESSIBLE FACILITIES SHALL BE IDENTIFIED BY THE INTERNATIONAL SYMBOL OF ACCESSIBILITY AND SHALL COMPLY WITH THE FOLLOWING: CHARACTERS, SYMBOLS, AND PICTOGRAPHS SHALL CONTRAST IN COLOR WITH THEIR BACKGROUND AND SHALL BE RAISED AT LEAST 1/32 INCH. SIGNS SHALL BE MOUNTED ON THE LATCH SIDE OF DOORS AT A HEIGHT OF 54 TO 56 INCHES. LETTERS AND NUMBERS ON SIGNS SHALL BE SANS SERIF CHARACTERS WITH A WIDTH-TO-HEIGHT RATIO BETWEEN 3:5 AND 1:1 AND A STROKE WIDTH-TO-HEIGHT RATIO BETWEEN 1:5 AND 1:10. RAISED CHARACTERS OR SYMBOLS SHALL HAVE A HEIGHT OF BETWEEN 5/8 INCH AND 2 INCHES. DOORS TO AREAS POSING DANGER TO THE BLIND SHALL HAVE KNURLED OR ACCEPTABLE PLASTIC ABRASIVE COATED HANDLES. TACTILE WARNING INDICATORS SHALL NOT BE USED TO IDENTIFY EXIT STAIRS. SIGNAGE SHALL BE INSTALLED IN APPROVED LOCATIONS ADJACENT TO OFFICE ENTRANCES.

(L) ALARMS:

IN ALL NEW CONSTRUCTION, AND IN EXISTING BUILDINGS WHERE THE FIRE ALARM SYSTEM IS BEING REPLACED OR INSTALLED, THE FIRE ALARM SYSTEM IS REQUIRED TO HAVE THE FOLLOWING:

(NONCODED) AUDIBLE AND VISIBLE ALARM DEVICES IN ACCORDANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARD NO. 72G

OR

(NONCODED) AUDIBLE AND VISIBLE ALARM DEVICES IN ACCORDANCE WITH ASSOCIATION (NFPA) STANDARD NO. 72G AND AN EQUIVALENT SPECIALIZED WARNING SYSTEM FOR THE HEARING IMPAIRED. WHEN UTILIZING VISIBLE ALARM DEVICES, THE INDIRECT PRIMARY SIGNALING METHOD IS RECOMMENDED TO BE USED. ALSO, NOTIFICATION CHARACTERISTICS OF THE AUDIBLE AND VISUAL ALARM DEVICES SHALL BE IN ACCORDANCE WITH NFPA 72G.

(M) DRINKING FOUNTAINS:

THE LESSOR SHALL PROVIDE A MINIMUM OF ONE CHILLED DRINKING FOUNTAIN WITHIN EVERY 150 FEET OF TRAVEL DISTANCE ON EACH FLOOR OF OFFICE SPACE. APPROXIMATELY 50 PERCENT OR AT LEAST 1 (WHICHEVER IS GREATER) OF THE WATER FOUNTAINS ON EACH FLOOR MUST BE ACCESSIBLE TO THE HANDICAPPED. ACCESSIBLE FOUNTAINS SHALL HAVE SPOUTS AND HAND-OPERATED CONTROLS WHICH ARE FRONT-MOUNTED AND NO HIGHER THAN 36 INCHES ABOVE THE FINISHED FLOOR. THE SPOUT SHALL PROVIDE WATER FLOWING AT LEAST 4 INCHES HIGH IN A TRAJECTORY PARALLEL OR NEARLY PARALLEL TO THE FRONT OF THE UNIT. ACCESSIBLE FOUNTAINS SHALL MEET THE "HANDICAPPED ACCESSIBILITY" SUBPARAGRAPH ENTITLED "CONTROLS." ACCESSIBLE WALL AND POST MOUNTED UNITS SHALL HAVE A CLEAR KNEE SPACE BETWEEN THE BOTTOM OF THE APRON AND THE FLOOR AT LEAST 27

INITIALS: _____ 5 _____
LESSOR GOVERNMENT

4.12 HANDICAPPED
ACCESSIBILITY (J-M)

SOLICITATION FOR OFFERS

SFO

90-117

SECTION
GENERAL ARCHITECTURAL

INCHES HIGH, 30 INCHES WIDE, AND 17 TO 19 INCHES DEEP. UNITS SHALL HAVE A MINIMUM CLEAR SPACE OF 30 INCHES BY 48 INCHES TO ALLOW FORWARD WHEELCHAIR APPROACH. UNITS NOT HAVING FREE SPACE UNDER THEM SHALL HAVE A CLEAR FLOOR SPACE OF 30 INCHES BY 48 INCHES TO ALLOW A SIDE APPROACH FROM A PERSON IN A WHEELCHAIR.

(N) STORAGE FACILITIES:

IF STORAGE FACILITIES SUCH AS CABINETS, SHELVES, OR CLOSETS ARE PROVIDED IN ACCESSIBLE SPACES, AT LEAST ONE OF EACH TYPE SHALL HAVE THE FOLLOWING SPECIFICATIONS. A CLEAR FLOOR SPACE AT LEAST 30 INCHES BY 48 INCHES SHALL BE PROVIDED THAT ALLOWS EITHER A FORWARD OR PARALLEL APPROACH BY A PERSON IN A WHEEL CHAIR. HARDWARE SHALL BE INSTALLED IN ACCORDANCE WITH THE CONTROLS PARAGRAPH. ACCESSIBLE STORAGE SPACES SHALL HAVE A REACH RANGE NO LOWER THAN 9 INCHES FROM THE FLOOR AND NO HIGHER THAN 54 INCHES FROM THE FLOOR.

(O) ASSEMBLY AREAS:

IF PLACES OF ASSEMBLY ARE PROVIDED IN ACCESSIBLE AREAS, THEY SHALL COMPLY WITH THE FOLLOWING TABLE:

CAPACITY OF SEATING AND ASSEMBLY AREAS	NUMBER OF REQUIRED WHEELCHAIR LOCATIONS
< THAN 50	1
50 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	2% OF TOTAL
> 1000	20 + 1 FOR EACH 100 OVER 1000

ASSEMBLY AREAS WITH AUDIO AMPLIFICATION EQUIPMENT SHALL HAVE A LISTENING SYSTEM FOR A REASONABLE NUMBER OF PEOPLE, BUT NO FEWER THAN 2, WITH A SEVERE HEARING LOSS. A CLEAR, LEVEL FLOOR SPACE OF 60 INCHES BY 66 INCHES FOR SIDE ACCESS SEATING OR 48 INCHES BY 66 INCHES FOR FORWARD/REAR ACCESS SEATING SHALL BE PROVIDED.

(P) SEATING AND WORK SURFACES:

IF BUILT IN SEATING OR WORK SURFACES ARE PROVIDED IN ACCESSIBLE AREAS, THEN 5% OR AT LEAST 1 OF EACH TYPE SHALL BE MADE ACCESSIBLE. TOPS OF WORK SURFACES SHALL BE 28 INCHES TO 34 INCHES FROM THE FLOOR. KNEE SPACES SHALL BE AT LEAST 27 INCHES HIGH, 30 INCHES WIDE, AND 19 INCHES DEEP.

ACCESSIBLE TOILET ROOMS SHALL BE ON ACCESSIBLE ROUTES, HAVE ACCESSIBLE DOORS, AND HAVE AN UNOBSTRUCTED MANEUVERING CLEARANCES AT LEAST 5 FEET IN DIAMETER WHICH MAY OVERLAP THE CLEAR SPACE REQUIRED BY OTHER ACCESSIBLE FEATURES. AT LEAST ONE STANDARD ACCESSIBLE TOILET STALL WITH THE FOLLOWING FEATURES AND CLEARANCES SHALL BE PROVIDED IN EACH ACCESSIBLE TOILET ROOM:

* ACCESSIBLE TOILET ROOMS SHALL BE IDENTIFIED WITH THE INTERNATIONAL SYMBOL OF ACCESSIBILITY, LOCATED ON THE LATCH SIDE OF THE DOOR AT A HEIGHT OF 55 INCHES MINIMUM AND 66 INCHES MAXIMUM.

* A STALL SHALL HAVE A CLEAR FLOOR AREA WITH DIMENSIONS AT LEAST 60 INCHES WIDE AND 56 INCHES DEEP FOR WALL MOUNTED CLOSETS OR 59 INCHES DEEP FOR FLOOR MOUNTED CLOSETS.

* A STALL DOOR SHALL BE LOCATED IN THE CORNER OPPOSITE THE TOILET AND SHALL NOT SWING OVER THE STALL'S MINIMUM CLEAR FLOOR AREA.

* THE TOP CENTER OF THE TOILET SEAT SHALL BE LOCATED 17 TO 19 INCHES ABOVE THE FLOOR AND 18 INCHES FROM A SIDE STALL WALL. SEATS SHALL NOT BE SPRUNG TO RETURN TO A LIFTED POSITION.

* TWO STURDY GRAB BARS WITH A MINIMUM DIAMETER OF 1-1/4 TO 1-1/2 INCHES SHALL BE MOUNTED 1-1/2 INCHES FROM THE WALL AND PARALLEL TO THE FLOOR AT A HEIGHT OF 33 TO 36 INCHES. ONE BAR SHALL BE AT LEAST 3 FEET LONG, RUN ABOVE THE TOILET, AND BEGIN AT A MAXIMUM OF 6 INCHES FROM THE CORNER

INITIALS: _____
LESSOR GOVERNMENT

4.13 HANDICAPPED
ACCESSIBILITY (N-P)4.14 HANDICAPPED
ACCESSIBILITY (Q)

ADJACENT TO THE TOILET. THE SECOND BAR SHALL BEGIN AT A MAXIMUM OF 12 INCHES FROM THE CORNER ADJACENT TO THE TOILET AND RUN TO A POINT AT LEAST 54 INCHES FROM THE REAR WALL. BARS SHALL BE UNOBSTRUCTED AND FREE OF SHARP OR ABRASIVE EDGES.

* TOILET PAPER DISPENSERS HAVING AN UNRESTRICTED PAPER FLOW SHALL BE LOCATED WITHIN REACH AND AT LEAST 19 INCHES ABOVE THE FLOOR.

* FLUSH CONTROLS SHALL BE AUTOMATIC OR HAND OPERATED AND MOUNTED ON THE WIDE SIDE OF TOILET AREAS NO MORE THAN 44 INCHES ABOVE THE FLOOR.

IN INSTANCES OF INITIAL ALTERATIONS WORK WHERE PROVISIONS FOR A STANDARD ACCESSIBLE STALL ARE STRUCTURALLY IMPRACTICABLE OR WHERE PLUMBING CODE REQUIREMENTS PREVENT COMBINING EXISTING STALLS TO PROVIDE SPACE, AN ALTERNATE STALL MAY BE PROVIDED. ALTERNATE STALLS SHALL HAVE THE FOLLOWING MINIMUM SUBSTITUTE FEATURES AND CLEARANCES:

* A CLEAR FLOOR AREA SHALL HAVE DIMENSIONS AT LEAST 36 INCHES WIDE AND 66 INCHES DEEP FOR WALL MOUNTED CLOSETS OR 59 INCHES DEEP FOR FLOOR MOUNTED CLOSETS. BARS SHALL BE MOUNTED ON EACH SIDE, BEGIN AT A MAXIMUM OF 12 INCHES FROM THE REAR WALL, AND RUN TO A POINT AT LEAST 54 INCHES FROM THE REAR WALL.

- OR -

* A CLEAR FLOOR AREA SHALL HAVE DIMENSIONS AT LEAST 48 INCHES WIDE AND 66 INCHES DEEP FOR WALL MOUNTED CLOSETS OR 59 INCHES DEEP FOR FLOOR MOUNTED CLOSETS. ONE BAR SHALL BE AT LEAST 3 FEET LONG, RUN ABOVE THE TOILET, AND BEGIN AT A MAXIMUM OF 6 INCHES FROM THE CORNER ADJACENT TO THE TOILET. THE SECOND BAR SHALL BEGIN AT A MAXIMUM OF 12 INCHES FROM THE CORNER ADJACENT TO THE TOILET AND RUN TO A POINT AT LEAST 54 INCHES FROM THE REAR WALL.

WHERE URINALS ARE PROVIDED, AT LEAST ONE SHALL BE ACCESSIBLE. ACCESSIBLE URINALS SHALL BE STALL-TYPE OR WALL-HUNG WITH AN ELONGATED RIM AT A MAXIMUM OF 17 INCHES ABOVE THE FLOOR, SHALL HAVE AUTOMATIC OR HAND OPERATED FLUSH CONTROLS NO MORE THAN 44 INCHES ABOVE THE FLOOR, AND SHALL HAVE A CLEAR FLOOR SPACE 30 INCHES BY 48 INCHES FOR FORWARD APPROACH. PRIVACY SHIELDS THAT DO NOT EXTEND BEYOND THE FRONT EDGE OF THE URINAL RIM MAY BE PROVIDED WITH 29 INCHES CLEARANCE BETWEEN THEM.

WHERE LAVATORIES, MIRRORS, CONTROLS, DISPENSERS, RECEPTACLES, OR OTHER EQUIPMENT IS PROVIDED, AT LEAST ONE OF EACH SHALL BE ACCESSIBLE TO THE HANDICAPPED. ACCESSIBLE MIRRORS SHALL BE MOUNTED WITH THE BOTTOM EDGE OF THE REFLECTING SURFACE NO HIGHER THAN 40 INCHES FROM THE FLOOR. ACCESSIBLE LAVATORIES SHALL BE MOUNTED WITH THE RIM OR COUNTER SURFACE NO HIGHER THAN 34 INCHES AND THE LOWER FRONT EDGE AT LEAST 29 ABOVE THE FINISHED FLOOR. ACCESSIBLE LAVATORIES SHALL HAVE A KNEE CLEARANCE AT LEAST 8 INCHES DEEP AND 27 INCHES HIGH, A TOE CLEARANCE AT LEAST 9 INCHES HIGH, AND A CLEAR FORWARD APPROACH AT LEAST 30 INCHES WIDE AND 48 INCHES DEEP WHICH EXTENDS 17 TO 19 INCHES UNDERNEATH THE LAVATORY. ACCESSIBLE LAVATORIES SHALL HAVE ACCESSIBLE FAUCET CONTROLS. SELF-CLOSING FAUCET VALVES MUST REMAIN OPEN AT LEAST 10 SECONDS. IN THE AREA BENEATH ALL LAVATORIES, THERE SHALL BE NO SHARP OR ABRASIVE SURFACES. HOT WATER AND DRAIN PIPES SHALL BE INSULATED OR COVERED AND PROTRUDE NO MORE THAN 6 INCHES FROM THE WALL.

WHERE TOPOGRAPHICAL CONDITIONS PERMIT, THE SITE SHALL BE LANDSCAPED WITH TREES AND SHRUBBERY. THE CONTRACTING OFFICER SHALL APPROVE THE LANDSCAPING TO BE PROVIDED.

4.15 LANDSCAPING

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

ARCHITECTURAL FINISHES

ALL REQUIRED FINISH SELECTION SAMPLES MUST BE PROVIDED WITHIN FIVE (5) DAYS OF THE REQUEST FOR SUCH BY THE CONTRACTING OFFICER. GSA SHALL DELIVER LAYOUT DRAWINGS AND NECESSARY FINISH SELECTIONS TO THE LESSOR WITHIN NINETY (90) DAYS AFTER AWARD OR AFTER RECEIPT OF PLANS AND SAMPLES, WHICHEVER IS LATER.

CEILINGS MUST BE AT LEAST 8'0" AND NO MORE THAN 11'0" CLEAR FROM FLOOR TO THE LOWEST OBSTRUCTION. WITH THE EXCEPTION OF SERVICE AREAS, THEY MUST HAVE ACOUSTICAL TREATMENT ACCEPTABLE TO THE CONTRACTING OFFICER, A FLAMESPREAD OF 25 OR LESS, AND A SMOKE DEVELOPMENT RATING OF 50 OR LESS (ASTM E-84). PROTRUSIONS OF FIXTURES INTO TRAFFIC WAYS SHALL BE AVOIDED.

IN BUILDINGS PROTECTED THROUGHOUT BY A SPRINKLER SYSTEM MEETING THE GOVERNMENT'S APPROVAL, CEILINGS AND INTERIOR FINISHES IN AREAS NOT PART OF THE NORMAL EXIT MAY HAVE FLAMESPREAD AND SMOKE DEVELOPMENT LIMITS OF 200, IN LIEU OF 25 FOR THE FLAMESPREAD AND 50 FOR SMOKE DEVELOPMENT (ASTM E-84).

IN SPRINKLER PROTECTED EXITS OR ENCLOSED CORRIDORS LEADING TO EXITS, CEILING AND INTERIOR FINISHES MAY BE COMPOSED OF MATERIALS HAVING A FLAMESPREAD RATING OF 75 OR LESS AND A SMOKE DEVELOPMENT RATING OF 100 OR LESS IN LIEU OF 25 FOR FLAMESPREAD AND 50 FOR SMOKE DEVELOPMENT (ASTM E-84).

CEILINGS MUST BE A FLAT PLANE IN EACH ROOM AND SUSPENDED WITH FLUORESCENT RECESSED FIXTURES AND FINISHED AS FOLLOWS UNLESS AN ALTERNATE FINISH IS APPROVED BY THE CONTRACTING OFFICER:

* RESTROOMS: PLASTER OR POINTED AND TAPED GYPSUM BOARD

* OFFICES AND CONFERENCE ROOMS: MINERAL AND ACOUSTICAL TILE OR LAY IN PANELS WITH TEXTURED OR PATTERNED SURFACE AND REGULAR EDGES OR EQUIVALENT QUALITY TO BE APPROVED BY THE CONTRACTING OFFICER.

* CORRIDORS AND EATING/GALLEY AREAS: PLASTER OR POINTED AND TAPED GYPSUM BOARD OR MINERAL ACOUSTICAL TILE.

PHYSICAL REQUIREMENTS:

ALL WALL FINISHES MUST HAVE A FLAMESPREAD OF 25 OR LESS, AND A SMOKE DEVELOPMENT RATING OF 50 OR LESS. HOWEVER, WHEN THE BUILDING IS PROTECTED THROUGHOUT BY A SPRINKLER SYSTEM MEETING THE GOVERNMENT'S APPROVAL, WALL FINISHES IN ALL AREAS, EXCEPT THOSE AREAS WHICH ARE PART OF THE NORMAL EXITS, MAY HAVE A FLAMESPREAD AND SMOKE DEVELOPMENT LIMITS OF 200 (ASTM E-84).

PRIOR TO OCCUPANCY, PARTITIONED OFFICES AND OPEN OFFICE AREAS ARE TO BE COVERED WITH VINYL WALL COVERINGS, NOT LESS THAN 13 OUNCES PER SQUARE YARD AS SPECIFIED IN FS CCC-W-408, OR EQUIVALENT QUALITY FINISH APPROVED BY THE CONTRACTING OFFICER.

SELECTED OFFICES AND CONFERENCE ROOMS AS SPECIFIED BELOW ARE TO BE COVERED WITH WOOD PANELING OR TEXTILE COVERING TO BE APPROVED BY THE CONTRACTING OFFICER.

ALL DIRECTORS AND CONFERENCE ROOMS AS DIRECTED.

PRIOR TO OCCUPANCY ALL RESTROOMS OFFERED TO COMPLY WITH THE RESTROOM FIXTURE SCHEDULE OF THIS SOLICITATION MUST HAVE CERAMIC TILE IN SPLASH AREAS AND VINYL WALL COVERING NOT LESS THAN 13 OUNCES PER SQUARE YARD AS SPECIFIED IN FS CCC-W-408 ON REMAINING WALL AREAS OR EQUIVALENT QUALITY AS APPROVED BY THE CONTRACTING OFFICER, UNLESS AN ALTERNATE FINISH IS APPROVED BY THE CONTRACTING OFFICER.

PRIOR TO OCCUPANCY ALL ELEVATOR AREAS WHICH ACCESS THE GOVERNMENT'S LEASED SPACE, HALLWAYS WITHIN OR ACCESSING THE GOVERNMENT'S LEASED SPACE AND EATING/GALLEY AREAS WITHIN THE GOVERNMENT'S LEASED SPACE ARE TO BE COVERED WITH VINYL WALLCOVERINGS NOT LESS THAN 22 OUNCES PER SQUARE YARD AS SPECIFIED IN FS CCC-W-408, OR EQUIVALENT QUALITY AS APPROVED BY THE CONTRACTING OFFICER, UNLESS AN ALTERNATE FINISH IS APPROVED BY THE CONTRACTING OFFICER.

REPLACEMENT:

ALL WALLCOVERING IS TO BE MAINTAINED IN "LIKE NEW" CONDITION FOR THE LIFE

INITIALS: _____
LESSOR GOVERNMENT

5.1 LAYOUT AND FINISHES

5.2 CEILINGS AND INTERIOR FINISHES

5.3 WALL COVERINGS

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

ARCHITECTURAL FINISHES

OF THE LEASE. WALLCOVERING MUST BE REPLACED OR REPAIRED AT THE LESSOR'S EXPENSE, INCLUDING MOVING AND REPLACING FURNISHINGS, (EXCEPT WHERE WALLCOVERING HAS BEEN DAMAGED DUE TO THE NEGLIGENCE OF THE GOVERNMENT), ANYTIME DURING THE OCCUPANCY BY THE GOVERNMENT IF IT IS TORN, PEELING OR PERMANENTLY STAINED; THE CERAMIC TILE IN THE RESTROOMS MUST BE REPLACED OR REPAIRED IF IT IS LOOSE, CHIPPED, BROKEN OR PERMANENTLY DISCOLORED. ALL REPAIR AND REPLACEMENT WORK IS TO BE DONE AFTER WORKING HOURS.

SAMPLES:

THE LESSOR IS TO PROVIDE AT LEAST FIVE SAMPLES OF EACH TYPE OF WALL COVERING TO BE INSTALLED FOR SELECTION BY THE CONTRACTING OFFICER.

PAINTING:

PRIOR TO OCCUPANCY ALL SURFACES DESIGNATED BY GSA FOR PAINTING MUST BE NEWLY PAINTED IN COLORS ACCEPTABLE TO GSA. ALL PAINTED SURFACES, INCLUDING ANY PARTITIONING INSTALLED BY THE GOVERNMENT OR THE LESSOR AFTER GOVERNMENT OCCUPANCY, MUST BE REPAINTED AFTER WORKING HOURS AT LESSOR EXPENSE AT LEAST EVERY 5 YEARS. THIS INCLUDES MOVING AND RETURN OF FURNITURE. PUBLIC AREAS MUST BE PAINTED AT LEAST EVERY 3 YEARS.

EXTERIOR DOORS MUST BE HEAVY DUTY, FULL FLUSH, HOLLOW STEEL CONSTRUCTION, SOLID CORE WOOD, OR INSULATED TEMPERED GLASS. WOOD DOORS SHALL BE AT LEAST 1.75 INCHES THICK. EXTERIOR DOORS SHALL BE WEATHER-TIGHT, EQUIPPED WITH AUTOMATIC DOOR CLOSERS AND OPEN OUTWARD. HINGES, PIVOTS, AND PINS SHALL BE INSTALLED IN A MANNER WHICH PREVENTS REMOVAL WHEN THE DOOR IS CLOSED AND LOCKED.

DOORS MUST HAVE A MINIMUM OPENING OF 36 INCHES BY 80 INCHES. HOLLOW CORE WOOD DOORS ARE NOT ACCEPTABLE. THEY MUST BE FLUSH, SOLID CORE NATURAL WOOD, VENEER FACED OR EQUIVALENT FINISH AS APPROVED BY THE CONTRACTING OFFICER. THEY SHALL BE OPERABLE BY A SINGLE EFFORT AND MUST BE IN ACCORDANCE WITH NATIONAL BUILDING CODE REQUIREMENTS. THEY WILL BE PROVIDED AT A RATIO OF ONE PER 350 NET USABLE SQUARE FEET OF SPACE..

DOORS MUST HAVE HEAVY DUTY HARDWARE WITH HARDWARE STOPS. ALL PUBLIC USE DOORS MUST BE EQUIPPED WITH KICK PLATES. DOORS MUST ALSO HAVE PULL BARS OR HANDLES AND AUTOMATIC DOOR CLOSERS. DOOR CLOSERS MUST BE CONCEALED. CORRIDOR AND OUTSIDE DOORS MUST BE EQUIPPED WITH 5-PIN, TUMBLER CYLINDER LOCKS AND DOOR CHECKS. ALL LOCKS MUST BE MASTER KEYED. THE GOVERNMENT MUST BE FURNISHED AT LEAST TWO MASTER KEYS AND TWO KEYS FOR EACH LOCK. HARDWARE FOR DOORS IN THE MEANS OF EGRESS SHALL CONFORM TO NFPA STANDARD NO. 101.

DOOR IDENTIFICATION SHALL BE INSTALLED IN APPROVED LOCATIONS ADJACENT TO OFFICE ENTRANCES. THE FORM OF DOOR IDENTIFICATION MUST BE APPROVED BY THE CONTRACTING OFFICER.

PARTITIONS AND DIVIDERS MUST BE PROVIDED AS OUTLINED BELOW. PARTITIONING REQUIREMENTS MAY BE MET WITH EXISTING PARTITIONS IF THEY MEET THE GOVERNMENT'S STANDARDS AND LAYOUT REQUIREMENTS.

PERMANENT PARTITIONS MUST BE PROVIDED AS NECESSARY TO SURROUND STAIRS, CORRIDORS, ELEVATOR SHAFTS, TOILET ROOMS AND JANITOR CLOSETS. THEY SHALL HAVE A FLAMESPREAD RATING OF 25 OR LESS AND A SMOKE DEVELOPMENT RATING OF 50 OR LESS (ASTM E-84). STAIRS, ELEVATORS AND OTHER FLOOR OPENINGS SHALL BE ENCLOSED BY PARTITIONS AND HAVE THE FIRE RESISTANCE REQUIRED BY NFPA NO. 101. THEY SHALL EXTEND FROM THE STRUCTURAL FLOOR SLAB TO THE STRUCTURAL CEILING SLAB.

OFFICE SUBDIVIDING PARTITIONS SHALL COMPLY WITH THE UNIFORM BUILDING CODE (UBC) AND LOCAL REQUIREMENTS. THEY MUST BE PROVIDED AT A RATIO OF ONE LINEAR FOOT FOR EACH TEN (10) SQUARE FEET OF SPACE PROVIDED. PARTITIONING OVER INTERIOR OFFICE DOORS IS INCLUDED IN THE MEASUREMENT. THEY MUST EXTEND FROM THE FINISHED FLOOR TO THE FINISHED CEILING AND HAVE A FLAMESPREAD RATING OF 25 OR LESS AND A SMOKE DEVELOPMENT RATING OF 50 OR LESS (ASTM E-84).

PARTITIONS MAY BE PREFINISHED OR TAPED AND PAINTED. HVAC MUST BE REBALANCED AND LIGHTING REPOSITIONED, AS APPROPRIATE, AFTER INSTALLATION OF PARTITIONS.

FLOOR COVERING MAY BE EITHER RESILIENT FLOORING OR CARPET, EXCEPT AS OTHERWISE SPECIFIED IN THIS SOLICITATION. FLOOR PERIMETERS AT PARTITIONS

5.4 DOORS: EXTERIOR.

5.5 DOORS: INTERIOR.

5.6 DOORS: HARDWARE

5.7 DOORS: IDENTIFICATION

5.8 PARTITIONS: GENERAL

5.9 PARTITIONS: PERMANENT

5.10 PARTITIONS: SUBDIVIDING

5.11 FLOOR COVERING AND PERIMETERS.

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERSSFO
90-117**SECTION**
ARCHITECTURAL FINISHES

MUST HAVE WOOD, RUBBER, VINYL, OR CARPET BASE. ANY EXCEPTIONS MUST BE APPROVED BY THE CONTRACTING OFFICER.

OFFICE AREAS:

PRIOR TO OCCUPANCY CARPET OR CARPET TILES MUST COVER ALL OFFICE AREAS PARTITIONED OR UNPARTITIONED, INCLUDING INTERIOR HALLWAYS AND CONFERENCE ROOMS. THE USE OF EXISTING CARPET MAY BE APPROVED BY THE CONTRACTING OFFICER; HOWEVER, EXISTING CARPET MUST BE SHAMPOOED BEFORE OCCUPANCY AND MUST MEET THE STATIC BUILDUP AND FLAMMABILITY REQUIREMENTS FOR NEW CARPET WHICH FOLLOW IN THIS SOLICITATION.

SPECIALITY AREAS:

RESILIENT FLOORING IS TO BE USED IN REPRODUCTION ROOMS, STORAGE, FILE AND OTHER SPECIALITY ROOMS LISTED BELOW: ADP SPACE, TELECOMMUNICATION SPACE.

TOILET AND SERVICE AREAS:

TERRAZZO, UNGLAZED CERAMIC TILE, AND/OR QUARRY TILE SHALL BE USED IN ALL TOILET AND SERVICE AREAS UNLESS ANOTHER COVERING IS APPROVED BY THE CONTRACTING OFFICER.

CARPET - PHYSICAL REQUIREMENTS:

ANY CARPET TO BE NEWLY INSTALLED MUST MEET THE FOLLOWING SPECIFICATIONS:

- * PILE YARN CONTENT: CONTINUOUS FILAMENT SOIL-HIDING NYLON, WOOL/NYLON, OR OLEFIN COMBINATIONS.
- * CARPET PILE CONSTRUCTION: LEVEL LOOP, TEXTURED LOOP, LEVEL CUT PILE, OR LEVEL CUT/UNCUT PILE.
- * PILE WEIGHT: 28 OUNCES PER SQUARE YARD MINIMUM.
- * SECONDARY BACK: SYNTHETIC FIBER OR JUTE FOR GLUE-DOWN INSTALLATION.
- * TOTAL WEIGHT: 64 OUNCES PER SQUARE YARD MINIMUM.
- * FLAMMABILITY: IN ALL AREAS EXCEPT EXITS, CARPET MUST HAVE A CRITICAL RADIANT FLUX (CRF) OF 0.22 OR GREATER WITH A SPECIFIC OPTICAL DENSITY NOT OVER 450. CARPET IN EXITS MUST HAVE AT LEAST A CRF OF 0.50. CARPET PASSING THE CONSUMER PRODUCTS SAFETY COMMISSION FFL-70 (PILL TEST) IS ACCEPTABLE FOR OFFICE AREAS. IT MAY ALSO BE USED IN CORRIDORS WHICH ARE PROTECTED BY AUTOMATIC SPRINKLERS.
- * STATIC BUILDUP: 3.5 KV MAXIMUM WITH BUILT-IN STATIC DISSIPATION IS RECOMMENDED; "STATIC-CONTROLLED" IS ACCEPTABLE.

CARPET - SAMPLES:

WHEN CARPET MUST BE NEWLY INSTALLED OR CHANGED, THE OFFEROR SHALL PROVIDE THE GOVERNMENT WITH A MINIMUM OF 5 COLOR SAMPLES. THE SAMPLE AND COLOR MUST BE APPROVED BY GSA PRIOR TO INSTALLATION. NO SUBSTITUTES MAY BE MADE BY THE OFFEROR AFTER SAMPLE SELECTION.

CARPET - INSTALLATION:

CARPET MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURING INSTRUCTIONS TO LAY SMOOTHLY AND EVENLY.

CARPET - REPLACEMENT:

CARPET SHALL BE REPLACED AT LEAST EVERY 10 YEARS DURING GOVERNMENT OCCUPANCY OR ANY TIME DURING THE LEASE WHEN:

- * BACKING OR UNDERLAYMENT IS EXPOSED.
- * THERE ARE NOTICEABLE VARIATIONS IN SURFACE COLOR OR TEXTURE.

REPLACEMENT INCLUDES MOVING AND RETURN OF FURNITURE.

CARPET - ADDITIONAL SPECIFICATIONS:

IF THE OFFEROR PROPOSES THAT BUILDING MAINTENANCE WILL BE THE

INITIALS: _____ S _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

ARCHITECTURAL FINISHES

RESPONSIBILITY OF THE GOVERNMENT, THE FOLLOWING CARPET SPECIFICATIONS SHALL ALSO APPLY:

* CARPET CONSTRUCTION: AT LEAST 64 TUFTS PER SQUARE INCH, WITH A SYNTHETIC PRIMARY BACK AND TUFT BIND OF AT LEAST 10 POUNDS.

* PILE HEIGHT: 3/16 INCH TO 1/2 INCH.

RESILIENT FLOORING - PHYSICAL REQUIREMENTS:

WHEN RESILIENT FLOORING MUST BE INSTALLED OR CHANGED, THE OFFEROR SHALL PROVIDE THE GOVERNMENT A MINIMUM OF 5 COLOR SAMPLES. THE SAMPLE AND COLOR MUST BE APPROVED BY GSA PRIOR TO INSTALLATION. NO SUBSTITUTES MAY BE MADE BY THE OFFEROR AFTER SAMPLE SELECTION.

RESILIENT FLOORING - REPLACEMENT:

THE FLOORING SHALL BE REPLACED BY THE LESSOR AT NO COST TO THE GOVERNMENT PRIOR TO OR DURING GOVERNMENT OCCUPANCY WHEN IT HAS:

* CURLS, UPTURNED EDGES, OR OTHER NOTICEABLE VARIATIONS IN TEXTURE.

TERRAZZO, UNGLAZED CERAMIC TILE, AND/OR QUARRY TILE SHALL BE USED IN ALL TOILET AND SERVICE AREAS UNLESS ANOTHER COVERING IS APPROVED BY THE CONTRACTING OFFICER.

RESILIENT FLOORING SHALL COVER ADP, TELECOMMUNICATION, BREAKROOMS, FILE ROOMS, AND MAIL ROOM.. SAMPLES MUST BE APPROVED BY THE CONTRACTING OFFICER.

REPLACEMENT:

THE FLOORING SHALL BE REPLACED BY THE LESSOR AT NO COST TO THE GOVERNMENT PRIOR TO OR DURING GOVERNMENT OCCUPANCY WHEN IT HAS:

* CURLS, UPTURNED EDGES, OR OTHER NOTICEABLE VARIATIONS IN TEXTURE.

CARPET OR CARPET TILES SHALL COVER ALL TENANT OCCUPIED SPACE OTHER THAN AREAS AS PREVIOUSLY NOTED ELSEWHERE IN THIS SOLICITATION.. THE USE OF EXISTING CARPET MAY BE APPROVED BY THE CONTRACTING OFFICER. HOWEVER, EXISTING CARPET MUST BE SHAMPOOED BEFORE OCCUPANCY AND MUST MEET THE STATIC BUILDUP AND FLAMMABILITY REQUIREMENTS FOR NEW CARPET WHICH FOLLOW IN THIS PARAGRAPH.

IF THE CARPET WILL BE NEWLY INSTALLED, THE FOLLOWING SPECIFICATIONS MUST BE MET:

* PILE YARN CONTENT: CONTINUOUS FILAMENT SOIL-HIDING NYLON, WOOL/NYLON, OR OLEFIN COMBINATIONS.

* CARPET PILE CONSTRUCTION: LEVEL LOOP, TEXTURED LOOP, LEVEL CUT PILE, OR LEVEL CUT/UNCUT PILE.

* PILE WEIGHT: 28 OUNCES PER SQUARE YARD MINIMUM.

* SECONDARY BACK: SYNTHETIC FIBER OR JUTE FOR GLUE-DOWN INSTALLATION.

* TOTAL WEIGHT: 64 OUNCES PER SQUARE YARD MINIMUM.

* FLAMMABILITY: IN ALL AREAS EXCEPT EXITS, CARPET MUST HAVE A CRITICAL RADIANT FLUX (CRF) OF 0.22 OR GREATER WITH A SPECIFIC OPTICAL DENSITY NOT OVER 450. CARPET IN EXITS MUST HAVE AT LEAST A CRF OF 0.50. CARPET PASSING THE CONSUMER PRODUCTS SAFETY COMMISSION FFL-70 (PILL TEST) IS ACCEPTABLE FOR OFFICE AREAS. IT MAY ALSO BE USED IN CORRIDORS WHICH ARE PROTECTED BY AUTOMATIC SPRINKLERS.

* STATIC BUILDUP: 3.5 KV MAXIMUM WITH BUILT-IN STATIC DISSIPATION IS RECOMMENDED; "STATIC-CONTROLLED" IS ACCEPTABLE.

CARPET: SAMPLES:

WHEN CARPET MUST BE NEWLY INSTALLED OR CHANGED, THE OFFEROR SHALL PROVIDE THE GOVERNMENT A MINIMUM OF 5 COLOR SAMPLES. THE SAMPLE AND COLOR MUST BE APPROVED BY GSA PRIOR TO INSTALLATION. NO SUBSTITUTES MAY BE MADE BY THE OFFEROR AFTER SAMPLE SELECTION.

INITIALS: _____
LESSOR GOVERNMENT

5.12 TOILET AND SERVICE AREAS

5.13 RESILIENT FLOORING

5.14 CARPET

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

ARCHITECTURAL FINISHES

CARPET: INSTALLATION:

CARPET MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURING INSTRUCTIONS TO LAY SMOOTHLY AND EVENLY.

CARPET: REPLACEMENT:

CARPET SHALL BE REPLACED AT LEAST EVERY 10 YEARS DURING GOVERNMENT OCCUPANCY OR AT ANY TIME DURING THE LEASE WHEN:

- * BACKING OR UNDERLAYMENT IS EXPOSED.
- * THERE ARE NOTICEABLE VARIATIONS IN SURFACE COLOR OR TEXTURE.

REPLACEMENT INCLUDES MOVING AND RETURN OF FURNITURE.

IF THE OFFER PROPOSES THAT BUILDING MAINTENANCE WILL BE THE RESPONSIBILITY OF THE GOVERNMENT, THE FOLLOWING CARPET SPECIFICATIONS SHALL ALSO APPLY:

- * CARPET CONSTRUCTION: AT LEAST 64 TUFTS PER SQUARE INCH, WITH A SYNTHETIC PRIMARY BACK AND TUFT BIND OF AT LEAST 10 POUNDS.
- * PILE HEIGHT: 3/16 INCH TO 1/2 INCH.

REVERBERATION CONTROL:

CEILINGS IN CARPETED SPACE SHALL HAVE A NOISE REDUCTION COEFFICIENT (NRC) OF NOT LESS THAN 0.55 IN ACCORDANCE WITH ASTM C-423. CEILINGS IN OFFICES, CONFERENCE ROOMS, AND CORRIDORS HAVING RESILIENT FLOORING SHALL HAVE AN NRC OF NOT LESS THAN 0.70

AMBIENT NOISE CONTROL:

AMBIENT NOISE FROM MECHANICAL EQUIPMENT SHALL NOT EXCEED NOISE CRITERIA CURVE (NC) 35 IN ACCORDANCE WITH THE ASHRAE HANDBOOK IN OFFICES AND CONFERENCE ROOMS; NC 40 IN CORRIDORS, CAFETERIAS, LOBBIES, AND TOILETS; NC 50 IN OTHER SPACES.

NOISE ISOLATION:

ROOMS SEPARATED FROM ADJACENT SPACES BY CEILING-HIGH PARTITIONS (NOT INCLUDING DOORS) SHALL NOT BE LESS THAN THE FOLLOWING NOISE ISOLATION CLASS (NIC) STANDARDS WHEN TESTED IN ACCORDANCE WITH ASTM E-336:

CONFERENCE ROOMS: NIC-40

OFFICES: NIC-35

CERTIFICATION:

THE CONTRACTING OFFICER MAY REQUIRE AT NO COST TO THE GOVERNMENT, A CERTIFICATION ATTESTING THAT ACOUSTICAL REQUIREMENTS HAVE BEEN MET. CERTIFICATION MUST BE ACCOMPANIED BY TEST REPORTS BY A QUALIFIED ACOUSTICAL CONSULTANT VERIFYING REQUIREMENTS FOR CONTROL OF AMBIENT NOISE AND NOISE ISOLATION.

THE REQUIREMENTS OF THIS PARAGRAPH SHALL TAKE PRECEDENCE OVER ANY ADDITIONAL SPECIFICATIONS IN THIS SOLICITATION IF THERE IS A CONFLICT.

A TAMPER PROOF DIRECTORY WITH LOCK SHALL BE PROVIDED IN THE BUILDING LOBBY LISTING ALL GOVERNMENT AGENCIES. IT MUST BE ACCEPTABLE TO THE CONTRACTING OFFICER.

IF THE GOVERNMENT IS THE ^{major} OCCUPANT OF THE BUILDING, ^{two} FLAGPOLES SHALL BE PROVIDED AT A LOCATION TO BE APPROVED BY THE CONTRACTING OFFICER. THE FLAG WILL BE PROVIDED BY THE GOVERNMENT. THIS REQUIREMENT MAY BE WAIVED IF DETERMINED INAPPROPRIATE BY GSA.

5.15 CARPET: ADDITIONAL SPECS

5.16 ACOUSTICAL REQUIREMENTS

5.17 BUILDING DIRECTORY

5.18 FLAG POLE

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO
90-117SECTION
MECHANICAL, ELECTRICAL,
PLUMBING

THE LESSOR SHALL PROVIDE AND OPERATE ALL BUILDING EQUIPMENT AND SYSTEMS IN ACCORDANCE WITH APPLICABLE TECHNICAL PUBLICATIONS, MANUALS, AND STANDARD PROCEDURES. MAINS, LINES, AND METERS FOR UTILITIES SHALL BE PROVIDED BY THE LESSOR. EXPOSED DUCTS, PIPING, AND CONDUITS ARE NOT PERMITTED IN OFFICE SPACE.

THE LESSOR SHALL PROVIDE, ON EACH FLOOR OF OFFICE SPACE, A MINIMUM OF ONE CHILLED DRINKING FOUNTAIN WITHIN EVERY 150 FEET OF TRAVEL DISTANCE.

SEPARATE TOILET FACILITIES FOR MEN AND WOMEN SHALL BE PROVIDED ON EACH FLOOR OCCUPIED BY THE GOVERNMENT IN THE BUILDING. THE FACILITIES MUST BE LOCATED SO THAT EMPLOYEES WILL NOT BE REQUIRED TO TRAVEL MORE THAN 150 FEET ON ONE FLOOR TO REACH THE TOILETS. EACH TOILET ROOM SHALL HAVE SUFFICIENT WATER CLOSETS ENCLOSED WITH MODERN STALL PARTITIONS AND DOORS, URINALS (IN MEN'S ROOM), AND HOT (SET AT 105 DEGREES, IF PRACTICAL) AND COLD WATER. WATER CLOSETS AND URINALS SHALL NOT BE VISIBLE WHEN THE EXTERIOR DOOR IS OPEN. EACH MAIN TOILET ROOM SHALL CONTAIN:

EQUIPMENT:

- * A MIRROR ABOVE THE LAVATORY.
- * A TOILET PAPER DISPENSER IN EACH WATER CLOSET STALL, THAT WILL HOLD AT LEAST TWO ROLLS AND ALLOW EASY UNRESTRICTED DISPENSING.
- * A COAT HOOK ON INSIDE FACE OF DOOR TO EACH WATER CLOSET STALL AND ON SEVERAL WALL LOCATIONS BY LAVATORIES.
- * AT LEAST ONE MODERN PAPER TOWEL DISPENSER, SOAP DISPENSER AND WASTE RECEPTACLE FOR EVERY TWO LAVATORIES.
- * A COIN OPERATED SANITARY NAPKIN DISPENSER IN WOMEN'S TOILET ROOMS WITH WASTE RECEPTACLE FOR EACH WATER CLOSET STALL.
- * CERAMIC TILE OR COMPARABLE WAINSCOT FROM THE FLOOR TO A MINIMUM HEIGHT OF 4' 6".
- * A DISPOSABLE TOILET SEAT COVER DISPENSER.
- * A COUNTER AREA OF AT LEAST TWO FEET IN LENGTH, EXCLUSIVE OF THE LAVATORIES (HOWEVER, IT MAY BE ATTACHED TO THE LAVATORIES) WITH A MIRROR ABOVE AND A GROUND FAULT INTERRUPT TYPE CONVENIENCE OUTLET LOCATED ADJACENT TO THE COUNTER AREA.

HANDICAPPED ACCESSIBILITY:

(SEE THE "GENERAL ARCHITECTURAL" SECTION OF THIS SOLICITATION.)

JANITOR CLOSETS WITH SERVICE SINK, HOT AND COLD WATER, AND AMPLE STORAGE FOR CLEANING EQUIPMENT, MATERIALS, AND SUPPLIES SHALL BE PROVIDED ON ALL FLOORS. JANITOR CLOSETS SHALL HAVE DOOR(S) FITTED WITH AN AUTOMATIC DEADLOCKING LATCH BOLT WITH A MINIMUM THROW OF 1/2 INCH.

THERMOSTATS SHALL BE SET TO MAINTAIN TEMPERATURES BETWEEN 65 AND 70 DEGREES FAHRENHEIT DURING THE HEATING SEASON AND BETWEEN 76 AND 80 DEGREES FAHRENHEIT DURING THE COOLING SEASON. THESE TEMPERATURES MUST BE MAINTAINED THROUGHOUT THE LEASED PREMISES AND SERVICE AREAS, REGARDLESS OF OUTSIDE TEMPERATURES, DURING THE HOURS OF OPERATION SPECIFIED IN THE LEASE.

DURING NON WORKING HOURS, HEATING TEMPERATURES SHALL BE SET NO HIGHER THAN 55 DEGREES FAHRENHEIT AND AIR CONDITIONING WILL NOT BE PROVIDED. THERMOSTATS SHALL BE SECURED FROM MANUAL OPERATION BY KEY OR LOCKED CAGE. A KEY SHALL BE PROVIDED TO THE GSA FIELD OFFICE MANAGER.

HEATING SYSTEMS SHALL NOT BE OPERATED TO MAINTAIN TEMPERATURES ABOVE 70 DEGREES, AND COOLING SYSTEMS SHALL NOT BE OPERATED TO ACHIEVE TEMPERATURES BELOW 76 DEGREES. HEATING ENERGY SHALL NOT BE USED TO ACHIEVE THE TEMPERATURE SPECIFIED FOR COOLING, AND COOLING ENERGY SHALL NOT BE USED TO ACHIEVE THE TEMPERATURE SPECIFIED FOR HEATING.

AREAS HAVING EXCESSIVE HEAT GAIN OR HEAT LOSS, OR AFFECTED BY SOLAR RADIATION AT DIFFERENT TIMES OF THE DAY, SHALL BE INDEPENDENTLY CONTROLLED.

INITIALS: _____
LESSOR GOVERNMENT

6.1 MECH ELEC PLUMB: GENERAL

6.2 DRINKING FOUNTAINS

6.3 RESTROOMS.

6.4 JANITOR CLOSETS

6.5 HEATING & AIR
CONDITIONING

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

MECHANICAL, ELECTRICAL,
PLUMBINGZONE CONTROL:

INDIVIDUAL THERMOSTAT CONTROL SHALL BE PROVIDED FOR OFFICE SPACE WITH CONTROL AREAS NOT TO EXCEED 2000 SQUARE FEET. AREAS WHICH ROUTINELY HAVE EXTENDED HOURS OF OPERATION SHALL BE ENVIRONMENTALLY CONTROLLED THROUGH DEDICATED HEATING AND AIR-CONDITIONING EQUIPMENT. SPECIAL PURPOSE AREAS (SUCH AS PHOTOCOPY CENTERS, LARGE CONFERENCE ROOMS, ETC.) WITH AN INTERNAL LOAD IN EXCESS OF 5 TONS SHALL BE INDEPENDENTLY CONTROLLED. CONCEALED PACKAGE AIR-CONDITIONING EQUIPMENT SHALL BE PROVIDED TO MEET LOCALIZED SPOT COOLING OF TENANT SPECIAL EQUIPMENT. PORTABLE SPACE HEATERS ARE PROHIBITED FROM USE.

EQUIPMENT PERFORMANCE:

TEMPERATURE CONTROL FOR OFFICE SPACES SHALL BE ASSURED BY CONCEALED CENTRAL HEATING AND AIR-CONDITIONING EQUIPMENT. THE EQUIPMENT SHALL MAINTAIN SPACE TEMPERATURE CONTROL OVER A RANGE OF INTERNAL LOAD FLUCTUATIONS OF PLUS 0.5 WATT/SQ.FT. TO MINUS 1.5 WATTS/SQ.FT. FROM INITIAL DESIGN REQUIREMENTS OF THE TENANT.

WITHIN THE LIMITATIONS OF BUILDING SYSTEMS, VENTILATION SHALL BE PROVIDED IN THE MOST COST EFFECTIVE MANNER. OUTSIDE AIR MAY BE USED AS APPROPRIATE FOR COOLING; HOWEVER, A MINIMUM OF 15 CUBIC FEET PER MINUTE OF OUTSIDE AIR SHALL BE PROVIDED FOR EACH PERSON.

THE LESSOR SHALL BE RESPONSIBLE FOR MEETING THE APPLICABLE REQUIREMENTS OF THE NATIONAL ELECTRIC CODE, THE NATIONAL ELECTRIC SAFETY CODE, STANDARDS OF THE NATIONAL ELECTRIC MANUFACTURERS' ASSOCIATION, INSULATED POWER CABLE ENGINEERS' ASSOCIATION, THE AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS, AND LOCAL CODES AND ORDINANCES. WHEN CODES CONFLICT, THE MORE STRINGENT STANDARD SHALL APPLY. MAIN SERVICE FACILITIES WILL BE ENCLOSED. THE ENCLOSURE MAY NOT BE USED FOR STORAGE OR OTHER PURPOSES AND SHALL HAVE DOOR(S) FITTED WITH AN AUTOMATIC DEADLOCKING LATCH BOLT WITH A MINIMUM THROW OF 1/2 INCH. DISTRIBUTION PANELS MUST BE CIRCUIT BREAKER TYPE WITH 10 PERCENT SPARE POWER LOAD AND CIRCUITS.

FOURPLEX (DOUBLE DUPLEX) FLOOR OR WALL OUTLETS SHALL BE PROVIDED IN OFFICE AREAS ON THE BASIS OF ONE (1) PER 150 NUSF SQUARE FEET. DUPLEX FLOOR OR WALL OUTLETS SHALL BE PROVIDED ON THE BASIS OF ONE (1) PER 70 NUSF SQUARE FEET. TELEPHONE FLOOR OR WALL OUTLETS SHALL ALSO BE PROVIDED ON THE BASIS OF ONE (1) PER 135 NUSF SQUARE FEET. THE RATIO OF FLOOR TO WALL OUTLETS SHOULD BE FIFTY PERCENT TO FIFTY PERCENT, RESPECTIVELY. DEDICATED, CLEAN ELECTRICAL COMPUTER RECEPTACLES, A DISTINCTLY DIFFERENT COLOR THAN THE FOURPLEX AND DUPLEX OUTLETS, SHALL BE PROVIDED ON THE BASIS OF ONE (1) PER 135 NUSF SQUARE FEET.

THE LESSOR MUST INSURE THAT OUTLETS AND ASSOCIATED WIRING (FOR ELECTRICITY, VOICE, AND DATA) TO THE WORKSTATION WILL BE SAFELY CONCEALED IN RECESSED FLOOR DUCTS, UNDER RAISED FLOORING, BY USE OF FLAT WIRE OR BY A COMPARABLE METHOD ACCEPTABLE TO THE CONTRACTING OFFICER. SHOULD THE SPACE OFFERED BE PROPOSED BY NEW CONSTRUCTION, RAISED FLOORING IS PREFERRED. IN ANY CASE, CABLE ON THE FLOOR SURFACE MUST BE MINIMIZED. POWER POLES ARE NOT ACCEPTABLE. WIRING MUST BE CONCEALED UNDER THE FLOOR.

ALL FLOORS MUST HAVE 220 VOLT, SINGLE PHASE, 60 HERTZ ELECTRIC SERVICE AVAILABLE. DUPLEX OUTLETS MUST BE CIRCUITED SEPARATELY FROM THE LIGHTING.

IF THE OFFEROR PROPOSES THAT BUILDING MAINTENANCE WILL BE THE RESPONSIBILITY OF THE GOVERNMENT, THE LESSOR SHALL PROVIDE DUPLEX UTILITY OUTLETS IN TOILETS, CORRIDORS, AND DISPENSING AREAS FOR MAINTENANCE PURPOSES AT NO COST TO THE GOVERNMENT. FUSES AND CIRCUIT BREAKERS SHALL BE PLAINLY MARKED OR LABELLED TO IDENTIFY CIRCUITS OR EQUIPMENT SUPPLIED THROUGH THEM.

THE GOVERNMENT RESERVES THE RIGHT TO PROVIDE ITS OWN TELECOMMUNICATION (VOICE AND DATA) SERVICE IN THE SPACE TO BE LEASED. THE GOVERNMENT MAY CONTRACT WITH ANOTHER PARTY TO HAVE INSIDE WIRING AND TELEPHONE EQUIPMENT INSTALLED OR USE WIRING PROVIDED BY THE LESSOR, IF AVAILABLE. IN ANY CASE, SPACE FOR TELECOMMUNICATION EQUIPMENT SHALL BE PROVIDED BY THE LESSOR. TELECOMMUNICATION SWITCHROOMS, WIRE CLOSETS, AND RELATED SPACES SHALL BE ENCLOSED. THE ENCLOSURE MAY NOT BE USED FOR STORAGE OR OTHER PURPOSES AND SHALL HAVE DOOR(S) FITTED WITH AN AUTOMATIC DEADLOCKING LATCH BOLT WITH A MINIMUM THROW OF 1/2 INCH.

MODERN LOW BRIGHTNESS, PARABOLIC TYPE 2' X 4' OR 2' X 2' FLUORESCENT FIXTURES USING NO MORE THAN 2.0 WATTS/SQUARE FOOT SHALL BE PROVIDED. SUCH

6.6 VENTILATION

6.7 ELECTRICAL: GENERAL

6.8 ELECTRICAL:
DISTRIBUTION.6.9 ELECTRICAL: ADDITIONAL
DIST SPECS

6.10 TELEPHONE EQUIPMENT

6.11 LIGHTING: INTERIOR.

INITIALS: _____ S _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

MECHANICAL, ELECTRICAL,
PLUMBING

FIXTURES SHALL BE CAPABLE OF PRODUCING AND MAINTAINING A UNIFORM LIGHTING LEVEL OF 50 FOOT-CANDLES AT WORKING SURFACE HEIGHT THROUGHOUT THE SPACE. A LIGHTING LEVEL OF AT LEAST 20 FOOT-CANDLES AT FOOT LEVEL SHOULD BE MAINTAINED IN CORRIDORS PROVIDING INGRESS AND EGRESS TO THE GOVERNMENT LEASED SPACE. 1 TO 10 FOOT-CANDLES OR MINIMUM LEVELS SUFFICIENT TO ENSURE SAFETY SHOULD BE MAINTAINED IN OTHER NON-WORKING AREAS. WHEN THE SPACE IS NOT IN USE BY THE GOVERNMENT, INTERIOR AND EXTERIOR LIGHTING, EXCEPT THAT ESSENTIAL FOR SAFETY AND SECURITY PURPOSES, SHALL BE TURNED OFF.

BUILDING ENTRANCES AND PARKING AREAS MUST BE LIGHTED. BALLASTS ARE TO BE RAPID-START, THERMALLY PROTECTED, VOLTAGE REGULATING TYPE, UL LISTED AND ETL APPROVED.

OUTDOOR PARKING AREAS SHALL HAVE A MINIMUM OF ONE FOOT-CANDLE OF ILLUMINATION. INDOOR PARKING AREAS SHALL HAVE A MINIMUM OF 10 FOOT-CANDLES LEVEL ILLUMINATION.

SWITCHES SHALL BE LOCATED ON COLUMNS OR WALLS BY DOOR OPENINGS IN ACCORDANCE WITH THE "CONTROLS" SUBPARAGRAPH OF THE PARAGRAPH ENTITLED "HANDICAPPED ACCESSIBILITY" IN THE "GENERAL ARCHITECTURAL" SECTION OF THIS SOLICITATION. NO MORE THAN 1000 SQUARE FEET OF OPEN SPACE SHALL BE CONTROLLED BY ONE LIGHT SWITCH.

6.12 SWITCHES

THE LESSOR SHALL PROVIDE SUITABLE PASSENGER AND FREIGHT ELEVATOR SERVICE TO ALL GSA-LEASED SPACE NOT HAVING GROUND LEVEL ACCESS. SERVICE SHALL BE AVAILABLE DURING THE HOURS SPECIFIED IN THE PARAGRAPH ENTITLED "NORMAL HOURS" IN THE "SERVICES, UTILITIES, MAINTENANCE" SECTION OF THIS SOLICITATION. HOWEVER, ONE ELEVATOR SHALL BE AVAILABLE AT ALL TIMES FOR GOVERNMENT USE. GSA WILL BE GIVEN 24-HOUR ADVANCE NOTICE IF THE SERVICE IS TO BE INTERRUPTED MORE THAN 1-1/2 HOURS. INTERRUPTION SHALL BE SCHEDULED FOR MINIMUM INCONVENIENCE.

6.13 ELEVATORS

CODE:

ELEVATORS SHALL CONFORM TO THE CURRENT EDITIONS OF THE AMERICAN NATIONAL STANDARD A17.1, SAFETY CODE FOR ELEVATORS AND ESCALATORS, EXCEPT THAT ELEVATOR CABS ARE NOT REQUIRED TO HAVE A VISUAL OR AUDIBLE SIGNAL TO NOTIFY PASSENGERS DURING AUTOMATIC RECALL, AND ELEVATOR LOBBY SMOKE DETECTORS MUST NOT ACTIVATE THE BUILDING FIRE ALARM SYSTEM, BUT MUST SIGNAL THE FIRE DEPARTMENT OR CENTRAL STATION SERVICE AND CAPTURE THE ELEVATORS. THE ELEVATOR SHALL BE INSPECTED AND MAINTAINED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE AMERICAN NATIONAL STANDARD A17.2, INSPECTOR'S MANUAL FOR ELEVATORS.

ENTRANCE:

THE ELEVATOR ENTRANCE SHOULD PROVIDE A CLEAR OPENING OF AT LEAST 36 INCHES. THE INSIDE MEASUREMENTS SHALL BE A MINIMUM OF 51 INCHES DEEP AND 68 INCHES WIDE.

CALL BUTTONS:

SEE THE "CONTROLS" SUBPARAGRAPH OF THE PARAGRAPH ENTITLED "HANDICAPPED ACCESSIBILITY" IN THE "GENERAL ARCHITECTURAL" SECTION OF THIS SOLICITATION.

SAFETY SYSTEMS:

ELEVATORS ARE TO BE EQUIPPED WITH TELEPHONES OR OTHER TWO-WAY EMERGENCY SIGNALLING SYSTEMS. THE SYSTEM USED SHALL BE MARKED AND REACH AN EMERGENCY COMMUNICATION LOCATION MANNED DURING NORMAL OPERATING HOURS WHEN THE ELEVATORS ARE IN SERVICE.

WHEN GOVERNMENT OCCUPANCY IS 3 OR MORE FLOORS ABOVE GRADE, AUTOMATIC ELEVATOR EMERGENCY RECALL IS REQUIRED.

SPEED:

THE PASSENGER ELEVATORS MUST HAVE A CAPACITY TO TRANSPORT IN 5 MINUTES 15 PERCENT OF THE NORMAL POPULATION OF ALL UPPER FLOORS (BASED ON 125 SQUARE FEET PER PERSON). FURTHER, THE DISPATCH INTERVAL BETWEEN ELEVATORS DURING THE UP-PEAK DEMAND PERIOD SHOULD NOT EXCEED 35 SECONDS.

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

SERVICES, UTILITIES,
MAINTENANCE

THE LESSOR MUST HAVE A BUILDING SUPERINTENDENT OR A LOCALLY DESIGNATED REPRESENTATIVE AVAILABLE TO PROMPTLY CORRECT DEFICIENCIES.

SERVICES, UTILITIES, AND MAINTENANCE WILL BE PROVIDED DAILY, EXTENDING 7:00 A.M. TO 6:00 P.M. EXCEPT SATURDAYS, SUNDAYS, AND FEDERAL HOLIDAYS.

(A) THE GOVERNMENT SHALL HAVE ACCESS TO THE LEASED SPACE AT ALL TIMES, INCLUDING THE USE OF ELEVATORS, TOILETS, LIGHTS, AND SMALL BUSINESS MACHINES WITHOUT ADDITIONAL PAYMENT.

(B) IF HEATING OR COOLING IS REQUIRED ON AN OVERTIME BASIS, SUCH SERVICES WILL BE ORDERED ORALLY OR IN WRITING BY THE CONTRACTING OFFICER OR GSA BUILDINGS MANAGER. WHEN ORDERED, SERVICES SHALL BE PROVIDED AT THE HOURLY RATE NEGOTIATED PRIOR TO AWARD. COSTS FOR PERSONAL SERVICES SHALL ONLY BE INCLUDED AS AUTHORIZED BY GSA.

(C) WHEN THE COST OF SERVICE IS \$2,000 OR LESS, THE SERVICE MAY BE ORDERED ORALLY. AN INVOICE SHALL BE SUBMITTED TO THE OFFICIAL PLACING THE ORDER FOR CERTIFICATION AND PAYMENT. ORDERS FOR SERVICES COSTING MORE THAN \$2,000 WILL BE PLACED USING A GSA FORM 300, ORDER FOR SUPPLIES OR SERVICES. THE CLAUSES ENTITLED "GSAR 552.232-71 PROMPT PAYMENT (APR 1989)" AND "GSAR 552.232-72 INVOICE REQUIREMENTS (VARIATION) (APR 1989)" ON THE GSA FORM 3517, GENERAL CLAUSES, APPLY TO ALL ORDERS FOR OVERTIME SERVICES.

(D) ALL ORDERS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS LEASE. IN THE EVENT OF A CONFLICT BETWEEN AN ORDER AND THIS LEASE, THE LEASE SHALL CONTROL.

THE LESSOR SHALL ENSURE THAT UTILITIES NECESSARY FOR OPERATION ARE PROVIDED AND ALL ASSOCIATED COSTS ARE INCLUDED AS A PART OF THE ESTABLISHED RENTAL RATE.

THE LESSOR IS RESPONSIBLE FOR THE TOTAL MAINTENANCE AND REPAIR OF THE LEASED PREMISES IN ACCORDANCE WITH PARAGRAPH 16, GSA FORM 3517. SUCH MAINTENANCE AND REPAIRS INCLUDE SITE AND PRIVATE ACCESS ROADS. ALL EQUIPMENT AND SYSTEMS SHALL BE MAINTAINED TO PROVIDE RELIABLE, ENERGY EFFICIENT SERVICE WITHOUT UNUSUAL INTERRUPTION, DISTURBING NOISES, EXPOSURE TO FIRE OR SAFETY HAZARDS, UNCOMFORTABLE DRAFTS, EXCESSIVE AIR VELOCITIES, OR UNUSUAL EMISSIONS OF DIRT. THE LESSOR'S MAINTENANCE RESPONSIBILITY INCLUDES INITIAL SUPPLY AND REPLACEMENT OF ALL SUPPLIES, MATERIALS, AND EQUIPMENT NECESSARY FOR SUCH MAINTENANCE. MAINTENANCE, TESTING, AND INSPECTION OF APPROPRIATE EQUIPMENT AND SYSTEMS MUST BE DONE IN ACCORDANCE WITH APPLICABLE CODES, AND INSPECTION CERTIFICATES MUST BE DISPLAYED AS APPROPRIATE. COPIES OF ALL RECORDS IN THIS REGARD SHALL BE FORWARDED TO THE GSA FIELD OFFICE MANAGER OR A DESIGNATED REPRESENTATIVE.

WITHOUT ANY ADDITIONAL CHARGE, THE GOVERNMENT RESERVES THE RIGHT TO REQUIRE THE LESSOR OR HIS REPRESENTATIVE TO TEST ONCE A YEAR, WITH PROPER NOTICE, SUCH SYSTEMS AS FIRE ALARM, SPRINKLER, EMERGENCY GENERATOR, ETC. TO ENSURE PROPER OPERATION. UPON REQUEST, APPROPRIATE OPERATIONS AND MAINTENANCE MANUALS SHALL BE MADE AVAILABLE FOR THE GOVERNMENT'S REVIEW DURING THESE TESTS. THESE TESTS SHALL BE WITNESSED BY A REPRESENTATIVE OF THE CONTRACTING OFFICER.

THE LESSOR SHALL BE RESPONSIBLE FOR FLAG DISPLAY ON ALL WORKDAYS AND FEDERAL HOLIDAYS. THE GOVERNMENT WILL PROVIDE INSTRUCTIONS WHEN FLAGS MUST BE FLOWN AT HALF-STAFF.

THE LESSOR SHALL PROVIDE A LEVEL OF SECURITY WHICH REASONABLY DETERS UNAUTHORIZED ENTRY TO THE SPACE LEASED DURING NON-DUTY HOURS AND DETERS LOITERING OR DISRUPTIVE ACTS IN AND AROUND THE SPACE LEASED DURING DUTY HOURS.

THE GOVERNMENT RESERVES THE RIGHT TO REQUIRE THE LESSOR TO SUBMIT COMPLETED FINGERPRINT CHARTS AND PERSONAL HISTORY STATEMENTS FOR EACH EMPLOYEE OF THE LESSOR AS WELL AS EMPLOYEES OF THE LESSOR'S CONTRACTORS OR SUBCONTRACTORS WHO WILL PROVIDE BUILDING OPERATING SERVICES OF A CONTINUING NATURE FOR THE PROPERTY IN WHICH THE LEASED SPACE IS LOCATED. THE GOVERNMENT MAY ALSO REQUIRE THIS INFORMATION FOR EMPLOYEES OF THE LESSOR, HIS CONTRACTORS, OR SUBCONTRACTORS WHO WILL BE ENGAGED TO PERFORM ALTERATIONS OR EMERGENCY REPAIRS FOR THE PROPERTY.

IF REQUIRED, THE CONTRACTING OFFICER WILL FURNISH THE LESSOR WITH FORM FD-258, "FINGERPRINTING CHART" AND GSA FORM 176, "STATEMENT OF PERSONAL

7.1 SERV UTIL MAINT: GENERAL

7.2 NORMAL HOURS

7.3 OVERTIME USAGE

7.4 UTILITIES

7.5 MAINTENANCE & TESTING OF
SYSTEMS

7.6 FLAG DISPLAY

7.7 SECURITY

7.8 SECURITY: ADDITIONAL
REQUIREMENTS

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS**SFO****90-117****SECTION****SERVICES, UTILITIES,
MAINTENANCE**

HISTORY" TO BE COMPLETED FOR EACH EMPLOYEE AND RETURNED BY THE LESSOR TO THE CONTRACTING OFFICER OR HIS DESIGNATED REPRESENTATIVE WITHIN 10 WORKING DAYS FROM THE DATE OF THE WRITTEN REQUEST TO DO SO. BASED ON THE INFORMATION FURNISHED, THE GOVERNMENT WILL CONDUCT SECURITY CHECKS OF THE EMPLOYEES. THE CONTRACTING OFFICER WILL ADVISE THE LESSOR IN WRITING IF AN EMPLOYEE IS FOUND TO BE UNSUITABLE OR UNFIT FOR HIS ASSIGNED DUTIES. EFFECTIVE IMMEDIATELY, SUCH AN EMPLOYEE CANNOT WORK OR BE ASSIGNED TO WORK ON THE PROPERTY IN WHICH THE LEASED SPACE IS LOCATED. THE LESSOR WILL BE REQUIRED TO PROVIDE THE SAME DATA WITHIN 10 WORKING DAYS FROM THE ADDITION OF NEW EMPLOYEE(S) TO THE WORK FORCE. IN THE EVENT THE LESSOR'S CONTRACTOR/SUBCONTRACTOR IS SUBSEQUENTLY REPLACED, THE NEW CONTRACTOR/SUBCONTRACTOR IS NOT REQUIRED TO SUBMIT ANOTHER SET OF THESE FORMS FOR EMPLOYEES WHO WERE CLEARED THROUGH THIS PROCESS WHILE EMPLOYED BY THE FORMER CONTRACTOR/SUBCONTRACTOR. THE CONTRACTING OFFICER MAY REQUIRE THE LESSOR TO SUBMIT FORM FD-258 AND GSA FORM 176 FOR EVERY EMPLOYEE COVERED BY THIS CLAUSE ON A 3-YEAR BASIS.

CLEANING IS TO BE PERFORMED AFTER TENANT WORKING HOURS UNLESS DAYTIME CLEANING IS SPECIFIED AS A SPECIAL REQUIREMENT ELSEWHERE IN THIS SOLICITATION.

THE LESSOR SHALL MAINTAIN THE LEASED PREMISES, INCLUDING OUTSIDE AREAS IN A CLEAN CONDITION AND SHALL PROVIDE SUPPLIES AND EQUIPMENT. THE FOLLOWING SCHEDULE DESCRIBES THE LEVEL OF SERVICES INTENDED. PERFORMANCE WILL BE BASED ON THE CONTRACTING OFFICER'S EVALUATION OF RESULTS, NOT THE FREQUENCY OR METHOD OF PERFORMANCE.

DAILY:

EMPTY TRASH RECEPTACLES AND CLEAN ASHTRAYS. SWEEP ENTRANCES, LOBBIES AND CORRIDORS. SPOT SWEEP FLOORS AND SPOT VACUUM CARPETS. CLEAN DRINKING FOUNTAINS. SWEEP AND DAMP MOP OR SCRUB TOILET ROOMS. CLEAN ALL TOILET FIXTURES AND REPLENISH TOILET SUPPLIES. DISPOSE OF ALL TRASH AND GARBAGE GENERATED IN OR ABOUT THE BUILDING. WASH INSIDE AND OUT OR STEAM CLEAN CANS USED FOR COLLECTION OF FOOD REMNANTS FROM SNACK BARS AND VENDING MACHINES. DUST HORIZONTAL SURFACES THAT ARE READILY AVAILABLE AND VISIBLY REQUIRE DUSTING. SPRAY BUFF RESILIENT FLOORS IN MAIN CORRIDORS, ENTRANCES AND LOBBIES, CLEAN ELEVATORS AND ESCALATORS, REMOVE CARPET STAINS. POLICE SIDEWALKS, PARKING AREAS AND DRIVEWAYS. SWEEP LOADING DOCK AREAS AND PLATFORMS.

THREE TIMES A WEEK:

SWEEP OR VACUUM STAIRS.

WEEKLY:

DAMP MOP AND SPRAY BUFF ALL RESILIENT FLOORS IN TOILETS AND HEALTH UNITS. SWEEP SIDEWALKS, PARKING AREAS AND DRIVEWAYS (WEATHER PERMITTING).

EVERY TWO WEEKS:

SPRAY BUFF RESILIENT FLOORS IN SECONDARY CORRIDORS, ENTRANCE AND LOBBIES. DAMP MOP AND SPRAY BUFF HARD AND RESILIENT FLOORS IN OFFICE SPACE.

MONTHLY:

THOROUGHLY DUST FURNITURE. COMPLETELY SWEEP AND/OR VACUUM CARPETS. SWEEP STORAGE SPACE. SPOT CLEAN ALL WALL SURFACES WITHIN 70" OF THE FLOOR.

EVERY TWO MONTHS:

DAMP WIPE TOILET WASTEPAPER RECEPTACLES, STALL PARTITIONS, DOORS, WINDOW SILLS AND FRAMES. SHAMPOO ENTRANCE AND ELEVATOR CARPETS.

THREE TIMES A YEAR:

DUST WALL SURFACES WITHIN 70" OF THE FLOOR, VERTICAL SURFACES AND UNDER SURFACES. CLEAN METAL AND MARBLE SURFACES IN LOBBIES. WET MOP OR SCRUB GARAGES.

TWICE A YEAR:

WASH ALL INTERIOR AND EXTERIOR WINDOWS AND OTHER GLASS SURFACES. STRIP AND APPLY FOUR COATS OF FINISH TO RESILIENT FLOORS IN TOILETS. STRIP AND

INITIALS: _____
LESSOR GOVERNMENT

7.9 JANITORIAL SERVICES

SOLICITATION FOR OFFERS**SFO**
90-117**SECTION**
SERVICES, UTILITIES,
MAINTENANCE

REFINISH MAIN CORRIDORS AND OTHER HEAVY TRAFFIC AREAS.

ANNUALLY:

WASH ALL VENETIAN BLINDS AND DUST SIX MONTHS FROM WASHING. VACUUM OR DUST ALL SURFACES IN THE BUILDING OF 70" FROM THE FLOOR, INCLUDING LIGHT FIXTURES. VACUUM ALL DRAPES IN PLACE. STRIP AND REFINISH FLOORS IN OFFICES AND SECONDARY LOBBIES AND CORRIDORS. SHAMPOO CARPETS IN CORRIDORS AND LOBBIES. CLEAN BALCONIES, LEDGES, COURTS, AREAWAYS AND FLAT ROOFS.

EVERY TWO YEARS:

SHAMPOO CARPETS IN ALL OFFICES AND OTHER NON-PUBLIC AREAS.

EVERY FIVE YEARS:

DRY CLEAN OR WASH (AS APPROPRIATE) ALL DRAPES.

AS REQUIRED:

PROPERLY MAINTAIN PLANTS AND LAWNS, REMOVE SNOW AND ICE FROM ENTRANCES, EXTERIOR WALKS AND PARKING LOTS OF THE BUILDING. PROVIDE INITIAL SUPPLY, INSTALLATION AND REPLACEMENT OF LIGHT BULBS, TUBES, BALLASTS AND STARTERS. REPLACE WORN FLOOR COVERINGS (THIS INCLUDES MOVING AND RETURN OF FURNITURE). EXTERMINATE PESTS.

WITHIN 60 DAYS AFTER OCCUPANCY BY THE GOVERNMENT, THE LESSOR SHALL PROVIDE THE CONTRACTING OFFICER WITH A DETAILED WRITTEN SCHEDULE OF ALL PERIODIC SERVICES AND MAINTENANCE TO BE PERFORMED OTHER THAN DAILY, WEEKLY OR MONTHLY.

PERFORMANCE WILL BE BASED ON THE CONTRACTING OFFICER'S EVALUATION OF RESULTS AND NOT THE FREQUENCY OR THE METHOD OF PERFORMANCE. LANDSCAPE MAINTENANCE IS TO BE PERFORMED DURING THE GROWING SEASON ON A WEEKLY CYCLE AND WILL CONSIST OF WATERING, MOWING, AND POLICING AREA TO KEEP IT FREE OF DEBRIS. PRUNING AND FERTILIZATION ARE TO BE DONE ON AN AS NEEDED BASIS. IN ADDITION, DEAD OR DYING PLANTS ARE TO BE REPLACED.

7.10 SCHEDULE OF PERIODIC
SERVICES

7.11 LANDSCAPE MAINTENANCE

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

SAFETY AND FIRE
PREVENTION

EQUIPMENT, SERVICES OR UTILITIES FURNISHED AND ACTIVITIES OF OTHER OCCUPANTS SHALL BE FREE OF SAFETY, HEALTH AND FIRE HAZARDS. WHEN HAZARDS ARE DETECTED, THEY MUST BE PROMPTLY CORRECTED AT THE LESSOR'S EXPENSE.

PORTABLE TYPE FIRE EXTINGUISHERS MEETING REQUIREMENTS OF NFPA STANDARD NO. 10 SHALL BE PROVIDED AND MAINTAINED BY THE LESSOR. INITIAL AND REPLACEMENT CHARGES FOR FIRE EXTINGUISHERS SHALL BE PROVIDED BY THE LESSOR. INSPECTION (QUICK CHECK) AND MAINTENANCE (THOROUGH CHECK) OF THESE EXTINGUISHERS SHALL BE DONE IN ACCORDANCE WITH NFPA STANDARD NO. 10.

STANDPIPES SHALL BE PROVIDED WHEN GOVERNMENT OCCUPANCY IS FOUR OR MORE FLOORS ABOVE GRADE AND SHALL CONFORM TO NFPA STANDARD NO. 14. STANDPIPES SHALL BE LOCATED IN STAIRWELLS AND SHALL BE EQUIPPED WITH A 2-1/2-INCH VALVED OUTLET AT EACH FLOOR LEVEL.

AUTOMATIC SPRINKLER REQUIREMENTS ARE AS FOLLOWS:

(1) REGARDLESS OF THE AMOUNT OF SPACE, WHEN THE GOVERNMENT LEASES SPACE ON THE 6TH FLOOR OR ABOVE, ALL FLOORS UP TO AND INCLUDING THE FLOOR OF OCCUPANCY MUST BE SPRINKLERED.

(2) ALL FLOORS ON WHICH THE GOVERNMENT OCCUPIES BELOW GRADE SPACE, REGARDLESS OF THE AMOUNT, MUST BE SPRINKLERED (INCLUDES GARAGE AREAS UNDER LEASE BY THE GOVERNMENT).

WHEREVER REQUIRED IN THE BUILDING, AUTOMATIC SPRINKLERS SHALL CONFORM TO NFPA NO. 13, BE MAINTAINED IN ACCORDANCE WITH NFPA NO. 13A, HAVE ELECTRICALLY SUPERVISED CONTROL VALVES (NFPA NO. 13), AND HAVE WATER-FLOW ALARM SWITCHES CONNECTED TO AUTOMATICALLY NOTIFY THE LOCAL FIRE DEPARTMENT (NFPA NO. 72B OR 72C) OR CENTRAL STATION (NFPA NO. 71). THE NOTIFICATION OF THE FIRE DEPARTMENT OR CENTRAL STATION SHALL BE ACCOMPLISHED THROUGH THE BUILDING FIRE ALARM SYSTEM. THE CENTRAL STATION FACILITY MUST BE LISTED BY UNDERWRITER'S LABORATORIES, INC. OR ANY OTHER APPROVED NATIONALLY RECOGNIZED TESTING LABORATORY.

ENGINEERED SMOKE CONTROL SYSTEMS ARE REQUIRED IN BUILDINGS, WHICH ARE TO BE CONSTRUCTED TO MEET THE SOLICITATION REQUIREMENTS, AND WILL BE 12 OR MORE STORIES IN HEIGHT. SUCH SYSTEMS SHALL BE MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. WHILE SUCH SYSTEMS ARE NOT REQUIRED IN EXISTING BUILDINGS TO BE LEASED BY THE GOVERNMENT, THEY SHALL BE MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS IF PRESENT.

A MANUAL FIRE ALARM SYSTEM SHALL BE PROVIDED IN BUILDINGS WHICH ARE 3 OR MORE STORIES IN HEIGHT; OR IN BUILDINGS OCCUPIED BY 100 OR MORE FEDERAL EMPLOYEES ABOVE OR BELOW GRADE; OR IN BUILDINGS CONTAINING MORE THAN 50,000 SQUARE FEET GROSS FLOOR AREA. MANUAL FIRE ALARM STATIONS SHALL BE MOUNTED 42 TO 54 INCHES ABOVE THE FLOOR AND LOCATED IN NORMAL EXIT PATHS ON EACH FLOOR AT OR NEAR STAIRWAYS AND EXITS. AN ALARM SHALL AUTOMATICALLY SOUND THROUGHOUT THE BUILDING UNLESS REQUIRED TO SOUND ONLY ON THE FIRE FLOOR BY LOCAL CODE. THE ALARM SOUND MAY BE BELLS, HORNS OR RECORDED VOICE MESSAGES. ALARMS SHALL BE AUTOMATICALLY SENT TO THE LOCAL FIRE DEPARTMENT IN ACCORDANCE WITH NFPA NO. 72B OR 72C OR TO A PRIVATELY OPERATED CENTRAL STATION PROTECTIVE SIGNALING SYSTEM CONFORMING TO NFPA NO. 71. INSTALLATION, MAINTENANCE, OPERATION, TESTING, AND EQUIPMENT SHALL CONFORM TO NFPA NO. 72A AND CHAPTER 4 OF NFPA NO. 72H, GUIDE FOR TESTING PROCEDURES FOR LOCAL, AUXILIARY REMOTE STATION AND PROPRIETARY PROTECTIVE SIGNALING SYSTEMS.

THE FIRE ALARM SYSTEM WIRING AND EQUIPMENT MUST BE ELECTRICALLY SUPERVISED. EMERGENCY POWER MUST BE PROVIDED. IT MUST BE ABLE TO OPERATE THE SYSTEM IN THE SUPERVISORY MODE FOR 24 HOURS AND OPERATE ALL ALARM DEVICES AND SYSTEM OUTPUT SIGNALS FOR AT LEAST 30 MINUTES FOR BUILDINGS LESS THAN 12 STORIES HIGH AND FOR 1 HOUR FOR BUILDINGS 12 OR MORE STORIES. ALL ALARM INITIATING DEVICES, EXCEPT SMOKE DETECTORS, MUST BE CAPABLE OF SIGNALLING AN ALARM DURING A SINGLE BREAK OR A SINGLE GROUND FAULT.

WHEN THE GOVERNMENT'S OCCUPANCY IS ON THE 6TH FLOOR OR ABOVE, ALL FLOORS, INCLUDING THOSE BELOW, SHALL HAVE AN EMERGENCY TELEPHONE SYSTEM. THIS SYSTEM MUST PERMIT 2-WAY COMMUNICATION BETWEEN A CONTROL CONSOLE AND ANY EMERGENCY TELEPHONE STATION. EMERGENCY TELEPHONE STATIONS MUST BE PROVIDED ADJACENT TO EACH STAIRWAY AND EXIT DISCHARGE FROM THE BUILDING, AT EACH ELEVATOR LOBBY ON THE GROUND FLOOR, AND AT EACH FLOOR WHICH HAS BEEN DESIGNATED AS THE ONE FOR ALTERNATE ELEVATOR RECALL.

INITIALS: _____ & _____
LESSOR GOVERNMENT

8.1 CODE VIOLATIONS

8.2 PORTABLE FIRE
EXTINGUISHERS

8.3 STANDPIPES

8.4 SPRINKLER SYSTEM

8.5 ENGINEERED SMOKE CONTROL
SYSTEMS8.6 MANUAL FIRE ALARM
SYSTEMS

SOLICITATION FOR OFFERS**SFO****90-117****SECTION
SAFETY AND FIRE
PREVENTION**

EMERGENCY LIGHTING MUST PROVIDE AT LEAST 0.5 FOOT CANDLE OF ILLUMINATION THROUGHOUT THE EXIT PATH, INCLUDING EXIT ACCESS ROUTES, EXIT STAIRWAYS, OR OTHER ROUTES SUCH AS PASSAGEWAYS TO THE OUTSIDE OF THE BUILDING. THE EMERGENCY LIGHTING SYSTEM USED MUST BE SUCH THAT IT WILL OPERATE EVEN IF THE PUBLIC UTILITY POWER FAILS, EXCEPT THAT IN BUILDINGS 6 STORIES OR LESS, THE SYSTEM MAY BE POWERED FROM CONNECTIONS TO SEPARATE SUBSTATIONS OR TO A NETWORK SYSTEM FROM THE PUBLIC UTILITY. AUTOMATIC SWITCHING MUST BE PROVIDED FOR THE EMERGENCY POWER SUPPLY.

IF SPACE CANNOT MEET DETAILED SAFETY AND FIRE PREVENTION REQUIREMENTS, ALTERNATIVE MEANS OF PROTECTION WILL BE CONSIDERED. FOR EXAMPLE, IF STAIRWAYS ARE TOO NARROW, AUTOMATIC SPRINKLER PROTECTION THROUGHOUT THE BUILDING MAY MAKE THE SPACE ACCEPTABLE. ALL OFFERORS MUST PROVIDE WITH THEIR OFFER A WRITTEN ANALYSIS FROM A REGISTERED FIRE PROTECTION ENGINEER FULLY DESCRIBING ANY EXCEPTIONS TAKEN TO THE FIRE PROTECTION REQUIREMENTS OF THIS SOLICITATION. THIS ANALYSIS MUST INCLUDE CERTIFICATION BY THE ENGINEER THAT THE ALTERNATIVE PROTECTION WILL ACHIEVE A LEVEL OF RISK NOT MEASURABLE GREATER THAN THAT IMPOSED BY THE GOVERNMENT CRITERIA. THE CERTIFICATION MUST ALSO INCLUDE THE ENGINEER'S SEAL AND REGISTRATION NUMBER. ALL ANALYSES MUST BE REVIEWED AND APPROVED BY THE CONTRACTING OFFICER PRIOR TO LEASING THE SPACE.

FIRE DOORS SHALL CONFORM WITH NFPA STANDARD NO. 80.

AIR CONTAMINANT LEVELS (E.G., DUST, VAPOR, FUMES, GASES) SHALL NOT EXCEED THOSE IN 29 CFR 1910.1000 AND 1910.1001. WHEN ACTUAL CONCENTRATION LEVELS EQUAL OR EXCEED 50% OF THE LEVELS IN 29 CFR 1910, CONTROL ACTIONS SHALL BE INITIATED. VENTILATION SYSTEMS HAVING AIR STREAMS WHICH PASS THROUGH WATER SHALL HAVE THE WATER TREATED WITH AN EPA REGISTERED BIOCIDES TO CONTROL ETIOLOGICAL ORGANISMS. THE LESSOR SHALL ASSIST THE GOVERNMENT IN DEVELOPING A PLAN ACCEPTABLE TO THE GOVERNMENT TO PROTECT OCCUPANTS OF THE BUILDING DURING EMERGENCIES SUCH AS FIRES, BOMB THREATS, AND POWER LOSS.

ASBESTOS:

NO ASBESTOS-CONTAINING FIREPROOFING OR INSULATION ON BUILDING STRUCTURES, ACOUSTICAL TREATMENT, MOLDED OR WET-APPLIED CEILING OR WALL FINISHES, DECORATIONS, OR PIPE AND BOILER INSULATION (INCLUDING DUCT, TANK, ETC.) WILL BE PERMITTED.

ASBESTOS IN A SOLID MATRIX ALREADY IN PLACE (E.G. VINYL ASBESTOS FLOOR TILE, SHEETROCK/DRYWALL, TRANSITE PANNELLING OR FELS) WILL BE PERMITTED PROVIDED IT IS NOT DAMAGED OR DETERIORATED AND A SPECIAL OPERATION AND MAINTENANCE PROGRAM, IN ACCORDANCE WITH CHAPTER 4 OF GSA'S HANDBOOK NUMBERED PBS P 5900.2C, IS ESTABLISHED AND APPROVED BY THE CONTRACTING OFFICER PRIOR TO THE AWARD OF A LEASE.

ALL OFFERORS ARE SUBJECT TO THE ASBESTOS INSPECTION AND TESTING PROVISIONS SPECIFIED IN PARAGRAPH 9 OF THE ATTACHED GSA FORM 3517 (GENERAL CLAUSES).

POST-ASBESTOS-ABATEMENT AIR MONITORING REQUIREMENTS, IN ACCORDANCE WITH GSA PROCEDURES, ARE TO BE COMPLIED WITH BY THE LESSOR WHEN APPLICABLE.

A. THE LESSOR SHALL CONTROL CONTAMINANTS AT THE SOURCE AND/OR OPERATE THE SPACE IN SUCH A MANNER THAT THE GSA INDICATOR LEVELS FOR CARBON MONOXIDE (CO), CARBON DIOXIDE (CO2), AND FORMALDEHYDE (HCHO) ARE NOT EXCEEDED. THE INDICATOR LEVELS FOR OFFICE AREAS ARE AS FOLLOWS: CO - 9 PARTS PER MILLION TIME WEIGHTED AVERAGE (PPM TWA - 8 HOUR SAMPLE); CO2 - 1000 PPM (TWA); HCHO - 0.1 PPM (TWA).

B. THE LESSOR SHALL PROMPTLY INVESTIGATE INDOOR AIR QUALITY COMPLAINTS SUBMITTED THROUGH THE CONTRACTING OFFICER OR GSA BUILDING MANAGER, AS APPROPRIATE. THE LESSOR SHALL IMPLEMENT CONTROLS INCLUDING ALTERATION OF BUILDING OPERATING PROCEDURES (E.G., ADJUSTING AIR INTAKES, ADJUSTING AIR DISTRIBUTION, CLEANING AND MAINTAINING HVAC, ETC.).

C. THE LESSOR SHALL TEST FOR GSA INDICATOR CONTAMINANTS WHEN DIRECTED BY THE CONTRACTING OFFICER OR GSA BUILDING MANAGER, AS APPROPRIATE. IF THE INDICATOR LEVELS ARE EXCEEDED OR OTHER PROBLEMS AFFECTING INDOOR AIR QUALITY ARE FOUND, THE LESSOR SHALL IMPLEMENT CONTROLS INCLUDING ALTERATION OF BUILDING OPERATING PROCEDURES.

D. AT THE REQUEST OF THE CONTRACTING OFFICER OR GSA BUILDING MANAGER, THE LESSOR SHALL CONDUCT INDOOR AIR QUALITY ASSESSMENTS OR DETAILED STUDIES IN INSTANCES WHERE SIMPLE OPERATIONAL CONTROLS (DESCRIBED IN B ABOVE) ARE NOT

**8.7 EXIT & EMERGENCY
LIGHTING****8.8 ALTERNATIVE
FIRE-PROTECTION FEATURES****8.9 FIRE DOORS****8.10 SAFETY-AIR CONTAMINANT
LEVELS.****8.11 INDOOR AIR QUALITY**

INITIALS: _____ & _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

SAFETY AND FIRE
PREVENTION

EFFECTIVE IN ADDRESSING INDOOR AIR QUALITY PROBLEMS. THE LESSOR WILL PROVIDE A COST ESTIMATE TO THE CONTRACTING OFFICER OR BUILDING MANAGER AND RECEIVE THEIR AUTHORIZATION PRIOR TO PROCEEDING WITH THE ASSESSMENTS OR STUDIES. THE SPACE SHALL BE ASSESSED BY AN INDUSTRIAL HYGIENIST, HEALTH PROFESSIONAL, OR ENVIRONMENTAL ENGINEER FOR SOURCES OF CONTAMINANTS. ALL SAMPLING ASSOCIATED WITH ASSESSMENTS AND DETAILED STUDIES SHALL BE IN ACCORDANCE WITH APPLICABLE OSHA, EPA, OR NIOSH SAMPLING AND ANALYSIS PROCEDURES.

(1) INDOOR AIR QUALITY ASSESSMENTS SHALL INCLUDE A REVIEW OF INDOOR AIR QUALITY INFORMATION (E.G. COMPLAINTS, BUILDING OPERATING RECORDS, AND AGENCY OPERATING ACTIVITIES). THE LESSOR SHALL RECORD TEMPERATURE AND HUMIDITY READINGS AND ASSESS AIR INTAKES FOR ADEQUATE DELIVERY OF OUTSIDE AIR THROUGHOUT THE SPACE, LOCATION OF AIR INTAKES, ACTIVITIES OCCURRING ADJACENT TO THE AIR INTAKES, AND AMBIENT AIR CONDITIONS. THE LESSOR SHALL CONDUCT A WALK THROUGH OF THE BUILDING, LOOKING FOR SOURCES OF CONTAMINANTS IDENTIFIED BY THE REVIEW OF INDOOR AIR QUALITY INFORMATION. THE LESSOR SHALL CHECK THE VENTILATION FOR AREAS OF AIR MOVEMENT SHORT-CIRCUITING AND AREAS/SOURCES OF CONTAMINANTS. UPON IDENTIFICATION OF CONTAMINANT SOURCE(S) AND/OR MEASUREMENTS EXCEEDING GSA INDICATOR LEVELS, CORRECTIVE ACTIONS SHALL BE INITIATED BY THE LESSOR.

A COPY OF THE IDENTIFIED CORRECTIVE ACTIONS WILL BE FORWARDED TO THE CONTRACTING OFFICER OR GSA BUILDING MANAGER, AS APPROPRIATE. WHERE CORRECTIVE ACTIONS ARE INEFFECTIVE OR SUSPICIOUS CONTAMINANT SOURCE(S) ARE PRESENT, THE LESSOR IS RESPONSIBLE FOR CONDUCTING DETAILED STUDIES.

(2) DETAILED STUDIES SHALL PROVIDE A MORE COMPREHENSIVE PICTURE OF THE POTENTIAL INDOOR AIR QUALITY HAZARD AND RESULT IN RECOMMENDATIONS FOR MITIGATIVE ACTIONS AT THE SOURCE. THE GSA BUILDING MANAGER SHALL PROVIDE THE LESSOR WITH INSTRUCTIONS FROM THE FIRE AND SAFETY HANDBOOK, PBS P 5900.2C, CHAPTER 4, FOR CONDUCTING DETAILED STUDIES WHEN SUCH STUDIES ARE REQUIRED.

E. THE GOVERNMENT RESERVES THE RIGHT TO CONDUCT INDEPENDENT INDOOR AIR QUALITY ASSESSMENTS AND DETAILED STUDIES IN SPACE IT OCCUPIES, AS WELL AS IN SPACE SERVING THE GOVERNMENT LEASED SPACE (E.G., COMMON USE AREAS, MECHANICAL ROOMS, HVAC SYSTEMS, ETC.). THE LESSOR SHALL ASSIST THE GOVERNMENT IN ITS ASSESSMENTS AND DETAILED STUDIES BY MAKING AVAILABLE INFORMATION ON BUILDING OPERATIONS AND LESSOR ACTIVITIES, AND PROVIDING ACCESS TO SPACE FOR ASSESSMENT AND TESTING, IF REQUIRED.

F. CORRECTIVE ACTION(S) SHALL CONTROL OR ELIMINATE THE SOURCE(S) OF CONTAMINATION, WHENEVER POSSIBLE. CORRECTIVE ACTION(S) MAY INCLUDE PRODUCT SUBSTITUTION, CHANGES IN OPERATION AND MAINTENANCE PROCEDURES, LOCAL EXHAUST, DECONTAMINATION, REARRANGEMENT OF OFFICE PARTITIONS, BETTER MIXING OF AIR OR INCREASING THE SUPPLY OF OUTSIDE AIR.

G. THE GOVERNMENT IS RESPONSIBLE FOR ADDRESSING IAQ PROBLEMS RESULTING FROM ITS OWN ACTIVITIES. FOR SITUATIONS WHERE THE RESPONSIBLE PARTY IS UNKNOWN, THE LESSOR SHALL CONDUCT AN INVESTIGATION, ASSESSMENT, TEST OR STUDY AT THE REQUEST OF THE CONTRACTING OFFICER, OR GSA BUILDING MANAGER. IF IT IS DETERMINED THAT THE GOVERNMENT'S ACTIVITIES OR ACTIONS ARE THE SOURCE OF THE CONTAMINANT, THE LESSOR WILL BE REIMBURSED BY THE GOVERNMENT AT COST.

H. RECORDS OF ALL SURVEYS, SAMPLING RESULTS, ASSESSMENTS/ DETAILED STUDIES, AND CORRECTIVE ACTIONS SHALL BE MAINTAINED BY THE LESSOR AND SHALL BE AVAILABLE FOR REVIEW BY THE CONTRACTING OFFICER OR DESIGNATED REPRESENTATIVE UPON REQUEST.

I. THE GOVERNMENT IS RESPONSIBLE FOR ADDRESSING INDOOR AIR QUALITY ISSUES ASSOCIATED WITH HYPERSENSITIVE GOVERNMENT EMPLOYEE(S) HOUSED WITHIN THE LEASED SPACE.

FOR SPACE IN BUILDINGS CONTAINING ACM AS DEFINED IN PARAGRAPH 3 OF GSA FORM 3518, OFFERORS MUST INCLUDE WITH THEIR OFFER (UNLESS THE TIME FRAME IS OTHERWISE EXTENDED BY THE CONTRACTING OFFICER) AN ASBESTOS TESTING REPORT, ACCEPTABLE TO THE CONTRACTING OFFICER. THE ASBESTOS TESTING REPORT MUST CONSIST OF THE IDENTITY AND EVIDENCE OF THE QUALIFICATIONS (EDUCATION AND EXPERIENCE) OF THE PERSON COLLECTING BULK SAMPLES, THE BULK SAMPLE LOG, AND, IF APPLICABLE, AN ABATEMENT PLAN PREPARED IN ACCORDANCE WITH CHAPTER 4 OF GSA'S HANDBOOK NUMBERED PBS P 5900.2C. THE SAMPLES MUST BE ANALYZED BY A LABORATORY WHICH HAS SUCCESSFULLY PARTICIPATED IN THE ENVIRONMENTAL PROTECTION AGENCY (EPA) QUALITY ASSURANCE PROGRAM.

8.12 BULK SAMPLE ANALYSIS REQ

INITIALS: _____
LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

SAFETY AND FIRE
PREVENTION

SUCCESSFUL PARTICIPATION IS DEFINED AS PARTICIPATION IN AT LEAST 2 OF THE LAST 3 ROUNDS IN THE EPA PROGRAM AND HAVE CORRECTLY ANALYZED AT LEAST 75 PERCENT OF THE SAMPLES TESTED IN THESE ROUNDS. ALL ACTION TAKEN TO ENSURE COMPLIANCE WITH THIS REQUIREMENT SHALL BE ACCOMPLISHED AT NO EXPENSE TO THE GOVERNMENT.

THE LESSOR AGREES TO COMPLY WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) SAFETY AND HEALTH STANDARDS WHICH ARE LOCATED AT TITLE 29 OF THE CODE OF FEDERAL REGULATIONS (29 CFR).

THE GUARDING OF OPENINGS AND HOLES IN FLOORS AND WALLS MUST COMPLY WITH 29 CFR 1910.23.

THE DESIGN AND CONSTRUCTION OF FIXED STAIRS MUST COMPLY WITH 29 CFR 1910.24.

THE DESIGN AND CONSTRUCTION OF FIXED LADDERS MUST COMPLY WITH 29 CFR 1910.27 OR MUST BE CLEARLY MARKED OR SECURED TO PREVENT GOVERNMENT EMPLOYEE USE.

PHYSICAL HAZARDS MUST BE MARKED ACCORDING TO 29 CFR 1910.144.

WHERE GOVERNMENT EMPLOYEES ARE EXPOSED TO MACHINERY PROVIDED BY THE LESSOR, THE MACHINERY MUST BE GUARDED ACCORDING TO 29 CFR 1910.212.

ALL TOOLS AND EQUIPMENT PROVIDED BY THE LESSOR FOR GOVERNMENT USE MUST COMPLY WITH THE APPLICABLE STANDARDS OF 29 CFR 1910.

ANY CONSTRUCTION/REPAIR AND ALTERATION WORK DONE FOR/BY THE LESSOR SHALL COMPLY WITH THE CURRENT EDITION OF THE OSHA SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY, 29 CFR 1926 AND APPLICABLE PORTIONS OF 29 CFR 1910.

(A) RADON LEVELS IN SPACE LEASED TO THE GOVERNMENT SHALL NOT EXCEED THE ENVIRONMENTAL PROTECTION AGENCY (EPA) ACTION LEVEL FOR HOMES OF 4 PICOCURIES PER LITER (PCI/L).

(B) THE PORTION OF THE SPACE PROPOSED FOR LEASE TO THE GOVERNMENT WHICH IS IN GROUND CONTACT OR CLOSEST TO THE GROUND (I.E., IF SPACE OFFERED IS ON FLOORS 4 THROUGH 8, MEASUREMENT IS REQUIRED FOR THE 4TH FLOOR ONLY) SHALL BE MEASURED BY THE OFFEROR FOR RADON AND THE RESULTS CERTIFIED ON THE FORM PROVIDED WITH THIS SOLICITATION FOR OFFERS. RADON DETECTORS SHALL BE PLACED THROUGHOUT THE REQUIRED AREA TO ENSURE EACH DETECTOR COVERS NO MORE THAN 2,000 SQUARE FEET OF SPACE. THE PREFERRED METHOD FOR CONDUCTING RADON MEASUREMENTS IS THE 3-MONTH ALPHA TRACK DETECTOR. HOWEVER, WHEN TIME IS OF THE ESSENCE, THE ALPHA TRACK DETECTOR MAY BE USED FOR A MINIMUM MEASUREMENT PERIOD OF 2 TO 4 WEEKS OR THE CHARCOAL CANISTER DETECTOR MAY BE USED FOR A PERIOD OF 2 TO 3 DAYS. ALL LABORATORY DETECTOR ANALYSES SHALL BE PERFORMED BY A LABORATORY SUCCESSFULLY PARTICIPATING IN THE EPA-SPONSORED RADON MEASUREMENT PROFICIENCY PROGRAM. ACTUAL RADON MEASUREMENTS FOR EACH DETECTOR USED IN SUPPORT OF THE CERTIFICATION MUST BE AVAILABLE FOR REVIEW BY GOVERNMENT PERSONNEL UPON REQUEST.

(C) THE RADON CERTIFICATION SHALL BE PROVIDED TO THE CONTRACTING OFFICER AS SOON AS POSSIBLE BUT NOT LATER THAN THE TIME FOR SUBMISSION OF BEST AND FINAL OFFERS. IF MEASUREMENT REVEALS RADON LEVELS EXCEEDING 4 PCI/L, THE OFFEROR SHALL DEVELOP A PLAN OF CORRECTIVE ACTION. THE SUCCESSFUL OFFEROR SHALL IMPLEMENT THE PLAN PRIOR TO OCCUPANCY BY THE GOVERNMENT, UNLESS A DIFFERENT TIME PERIOD IS SPECIFIED ELSEWHERE IN THIS CONTRACT.

(D) WHERE THE GOVERNMENT DETERMINES THAT AN AWARD MUST BE MADE PRIOR TO OBTAINING THE RADON CERTIFICATION, THE SUCCESSFUL OFFEROR MUST PROVIDE THE CERTIFICATION WITHIN 30 DAYS AFTER AWARD, UNLESS A DIFFERENT TIME PERIOD IS SPECIFIED ELSEWHERE IN THIS CONTRACT. IF MEASUREMENT REVEALS RADON LEVELS EXCEEDING 4 PCI/L, THE SUCCESSFUL OFFEROR SHALL DEVELOP AND PROMPTLY IMPLEMENT A PLAN OF CORRECTIVE ACTION.

(E) IF THE SPACE OFFERED FOR LEASE TO THE GOVERNMENT IS IN A BUILDING UNDER CONSTRUCTION OR PROPOSED FOR CONSTRUCTION, THE LESSOR SHALL PERFORM THE NECESSARY RADON TESTING AND SUBMIT A CERTIFICATION TO THE CONTRACTING OFFICER WITHIN 120 DAYS AFTER THE GOVERNMENT OCCUPIES THE SPACE. IF MEASUREMENT REVEALS RADON LEVELS EXCEEDING 4 PCI/L, THE LESSOR SHALL DEVELOP AND PROMPTLY IMPLEMENT A PLAN OF CORRECTIVE ACTION.

(F) THE GOVERNMENT RESERVES THE RIGHT TO MEASURE RADON IN THE SPACE IT

INITIALS: _____

LESSOR GOVERNMENT

8.13 OSHA REQUIREMENTS

8.14 RADON MEASUREMENT AND CORRECTIVE ACTION

SOLICITATION FOR OFFERS

SFO

90-117

SECTION

SAFETY AND FIRE
PREVENTION

LEASES AT ANY TIME DURING THE TERM OF THE LEASE. IF RADON MEASUREMENTS ABOVE 4 PCI/L ARE DETECTED, THE LESSOR SHALL PROMPTLY INITIATE CORRECTIVE ACTION TO REDUCE THE LEVEL TO MEET THE STANDARD. IF RADON ABOVE 200 PCI/L IS DETECTED, THE LESSOR SHALL RESTRICT THE USE OF THE AREA AND PROVIDE COMPARABLE TEMPORARY SPACE FOR THE TENANTS UNTIL THE CORRECTIVE ACTION IS COMPLETED. FOLLOW-UP MEASUREMENTS SHALL BE CONDUCTED BY THE LESSOR TO DETERMINE THE EFFECTIVENESS OF THE CORRECTIVE ACTION. ALL CORRECTIVE ACTION, TENANT RELOCATION, AND FOLLOW-UP MEASUREMENT SHALL BE PROVIDED BY THE LESSOR AT NO ADDITIONAL COST TO THE GOVERNMENT. THE LESSOR SHALL PROVIDE THE GOVERNMENT WITH PRIOR WRITTEN NOTICE OF ANY PROPOSED CORRECTIVE ACTION OR TENANT RELOCATION.

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

RECEIVED BY THE GOVERNMENT
ON 09/06/90 AT 10:00 AM
FROM THE LESSOR

INITIALS: LESSOR GOVERNMENT

SOLICITATION FOR OFFERS

SFO

90-117

SECTION 300
SPECIAL REQUIREMENTS

- 1) THE OFFEROR SHALL ENSURE AND PROVIDE 24HR MAINTENANCE SUPPORT SERVICES FOR THE OFFERED CONSTRUCTED ADP SPACE AND OTHER SUPPORT AREAS DESIGNATED BY THE GOVERNMENT.
- 2) ALL CLEANING SHALL BE DONE DURING DAYTIME HOURS, 9 A.M. TO 5 P.M.
- 3) CARPET SHALL COVER ALL OFFICE SPACES, CONFERENCE AND TRAINING ROOMS. ALL CARPET PROPOSED BY THE OFFEROR WILL BE SUBJECT TO TESTING AND APPROVAL BY GSA FIRESAFETY AND THE TENANT AGENCY. ALL CARPET, BACKING AND ADHESIVE SAMPLES WILL BE EVALUATED FOR VOLATILE ORGANIC COMPOUND EMISSIONS, STABILITY AND TOXICITY POTENTIAL. PORTER SCHOLAR II CARPET HAS BEEN TESTED AND APPROVED BY EPA FOR INSTALLATION.

- 4) CEILINGS IN CARPETED AREA SHALL HAVE A NOISE REDUCTION COEFFICIENT OF NOT LESS THAN 0.70. CEILINGS IN OFFICES, CONFERENCE ROOMS AND CORRIDORS THAT HAVE RESILIENT FLOORING SHALL HAVE A NOISE REDUCTION COEFFICIENT OF NOT LESS THAN 0.70.

5) DRAPERIES WILL BE PROVIDED BY THE LESSOR IN ALL CONFERENCE ROOMS WITH EXTERIOR WINDOWS. ALL DRAPERIES OFFERED BY THE OFFEROR, WILL BE SUBJECT TO TESTING AND APPROVAL BY GSA AND THE TENANT AGENCY. ALL DRAPERIES WILL BE EVALUATED FOR VOLATILE ORGANIC COMPOUNDS EMISSION, STABILITY AND TOXICITY POTENTIAL.

- 6) WATER TAKEN FROM DRINKING FOUNTAINS AND SINK SPIGOTS WILL BE TESTED ANNUALLY BY THE LESSOR TO ENSURE COMPLIANCE WITH MAXIMUM CONTAMINANT LEVELS ESTABLISHED IN THE NATIONAL SECONDARY DRINKING REGULATIONS (40 CFR PART 141).

VOICE/DATA/SPECIFICATIONS

7) ALL PLYWOOD IN TELECOMMUNICATIONS CLOSETS MUST BE FIRE TREATED.
8) DOORS TO ALL TELECOMMUNICATIONS CLOSETS MUST BE 42 INCHES WIDE BY 80 INCHES HIGH SECURABLE WITH A LOUVERED LOWER SECTION FOR VENTILATION. ALL DOORS OPEN OUTWARD.

- 9) ALL WORKSTATIONS, ALL INDIVIDUAL OFFICES AND ALL TELECOMMUNICATION CLOSETS USED FOR TELECOMMUNICATIONS WILL REQUIRE CLEAN DEDICATED DUPLEX OUTLETS. THERE SHOULD BE AN ALLOWANCE MADE FOR ADDITIONAL TELECOMMUNICATIONS OUTLETS THROUGHOUT THE SPACE OFFERED. OUTLETS USED FOR TELECOMMUNICATIONS SHOULD BE LABELLED "ADP" AND SHOULD BE OF A DISTINCTLY DIFFERENT COLOR THAN STANDARD FOURPLEX AND DUPLEX OUTLETS IN OTHER AREAS OF THE SPACE OFFERED.
- 10) TELECOMMUNICATIONS DESIGN REQUIREMENTS ARE BASED ON A BUILDING OCCUPANCY OF 100-110 PEOPLE (15,000 NUSF) PER FLOOR.
- 11) ALL VOICE AND DATA COMMUNICATIONS WIRING MUST BE PROVIDED TO ALL

WORKSTATIONS.

UNDERGROUND TELEPHONE CABLE

- 12) THE OFFEROR WILL RUN ADEQUATE TELEPHONE CABLE PAIR INTO THE BUILDING TO ENSURE 300 PAIR MAY BE TERMINATED IN THE TELECOMMUNICATIONS CLOSETS.
- 13) CLOSETS WILL BE DESIGNED TO BE 100 SF PER FLOOR IN THE CORE AREA.
- 14) CLOSETS WILL BE DESIGNED TO HOUSE VOICE MASTER CONTROL UNITS, 32XX TYPE CONTROL UNITS, TYPE 1 AND TYPE 3 WIRING PATCH PANELS, FIBER OPTIC PATCH PANELS, MODEMS AND ASSOCIATED MULTIPLEXERS.
- 15) THESE CLOSETS SHOULD BE CENTRALLY LOCATED IN THE CORE AREA AND

- 16) IN CLOSE PROXIMITY TO A LAN CLOSET OF APPROXIMATELY 75 SQ. FT. FLOOR CLOSETS SHOULD BE "STACKED" IN ORDER TO SUPPORT CABLE DISTRIBUTION BETWEEN FLOORS.

- 17) THE TENANT REQUIRES 300 PAIR RISER CABLE TO EACH FLOOR.
- 19) ONE SPARE 6 INCH RISER SLEEVE PER CLOSET IS REQUIRED BETWEEN FLOORS.

- HORIZONTAL CABLE DISTRIBUTION
- 19) TELECOMMUNICATIONS REQUIRE A CABLE RACEWAY INSTALLED A MINIMUM OF 6 INCHES ABOVE THE FALSE CEILING OR BELOW THE RAISED FLOORING DESIGNED TO FACILITATE CABLE DISTRIBUTION TO WORKSTATIONS. THE CABLE RACEWAY SHOULD BE CAPABLE OF SUPPORTING 200 LBS. OF

CONTINUOUS WEIGHT. IF THE RACEWAY IS ABOVE THE CEILING, THE HOMERUN RACEWAY WOULD DISTRIBUTE CABLE TO WORKSTATIONS. TELECOMMUNICATIONS REQUIRE A MINIMUM AREA OF 6 FT. BY 12 FT. AVAILABLE SPACE CONSTRUCTED THE ENTIRE LENGTH OF THE COLUMN TO PROVIDE SUFFICIENT AREA FOR VERTICAL CABLE DISTRIBUTION TO MANY WORK GROUP AREAS. RACEWAYS ARE UNACCEPTABLE SOLUTIONS FOR DISTRIBUTION CABLES.

- 20) CEILING REQUIREMENTS ARE THE SAME AS INSTALLED IN OFFICE AREAS.
- 21) FLOORS-SUBJECT TO CONDITIONS AS SPECIFIED ELSEWHERE IN THE SOLICITATION SUBJECT TO WITHSTAND 150 LBS PER SQ. FT.
- 22) EACH TELECOMMUNICATION CLOSET SHOULD HAVE 6 DEDICATED, 120V, 20AMP

INITIALS:

LESSOR GOVERNMENT

SOLICITATION FOR OFFERS**SFO 90-117****SECTION
SPECIAL REQUIREMENTS**

CIRCUITS. EACH CIRCUIT SHOULD TERMINATE IN TWO STANDARD DUPLEX OUTLETS UNLESS OTHERWISE SPECIFIED. ONE, 120V, 30 AMP CIRCUIT WILL BE INSTALLED IN EACH CLOSET. THERE WILL BE TWO DUPLEX OUTLETS ON EACH OF THREE WALLS MOUNTED 18 INCHES FROM THE FLOOR AND TWO DUPLEX OUTLETS MOUNTED 18 INCHES FROM THE CEILING.

23) ALL LIGHTING PROVIDED IN THE CLOSET MUST BE ABLE TO PROVIDE 80 FOOTCANDLES TOTAL.

24) ALLOWALLS IN THE TELEPHONE CLOSET MUST BE PAINTED FLAT WHITE.

INITIALS: _____

LESSOR

GOVERNMENT