

REQUEST FOR PROPOSAL

BY THE

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

FOR OFFICE & PUBLIC SERVICES SPACE

TO BE OCCUPIED BY THE DEPARTMENT OF HEALTH SERVICES

THE FACILITY SHALL BE LOCATED IN THE AREA AS DEFINED IN THE RFP WITHIN  
MILWAUKEE COUNTY

FULL OCCUPANCY: NO LATER THAN FEBRUARY 1, 2010  
TENANT NEEDS ACCESS TO PREMISES AT LEAST 30 DAYS PRIOR

For information regarding this proposal contact

Bill Forbes  
Real Estate Transaction Manager  
at (608) 266-2275

File 435-228

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## I. GENERAL INFORMATION

### INTRODUCTION AND BACKGROUND

The State of Wisconsin/Department of Administration (DOA) is seeking to Lease an office with public service areas for the Department of Health Services (DHS) "tenant". The facility shall be located within Milwaukee County as further defined below. The State of Wisconsin, Department of Health Services is assuming responsibility for the Milwaukee County Income Maintenance functions, which represents approximately 400 staff. The new site will provide an easily accessible location for clients and allow for easy access to services.

### PROPOSER'S CONFERENCE

A conference will be held on Monday, June 15, 2009 at 10 a.m. in Room 40 of the Milwaukee State Office Building at 819 W. 6<sup>th</sup> Street, Milwaukee, WI. (Recommend using the MacArthur Square parking lot which is at 841 N James Lovell St (7<sup>th</sup>) across from the building.) Please call (608-266-2275) or email ([bill.forbes@wisconsin.gov](mailto:bill.forbes@wisconsin.gov)) Bill Forbes by Friday, June 12, 2009 if you plan to attend. You will have an opportunity at this meeting to ask questions and get clarifications of the specifications in the RFP. In preparation for this meeting, you are encouraged to send in questions and comments before hand via email. **Note:** Any changes to the RFP as a result of this conference will be posted to the website by Friday, June 19, 2009.

### CONTRACTING AGENCY

The State of Wisconsin/Department of Administration (DOA), Division of State Facilities (DSF) is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. DOA will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease may only be conducted with the Department of Administration.

### CLARIFICATION OF SPECIFICATIONS

All requests for additional background or technical information will be directed to the State Leasing Officer:

Bill Forbes  
Phone (608) 266-2275  
Fax (608) 267-0200  
E-mail: [bill.forbes@wisconsin.gov](mailto:bill.forbes@wisconsin.gov)

### INCURRING COSTS

The State of Wisconsin is not liable for any cost incurred by proposers in replying to this Request for Proposal.

### RESPONSE SUBMISSION

Proposers are **required** to utilize the attached "Proposers' Response Sheet". This is considered a basic requirement for submittal. The proposal package must include the original proposal package plus five copies delivered to:

Bill Forbes  
State of Wisconsin, DOA  
Division of State Facilities  
101 E. Wilson St., 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866

**All responses must be received by the Department of Administration no later than 2 PM on Wednesday, July 8, 2009. Proposals received after this time and date shall not be considered.**

Proposers must allow sufficient time for mail delivery of their proposals by the date specified.

## **II. EVALUATION CRITERIA and AWARD PROCESS**

Following is a TENTATIVE schedule of events regarding this RFP:

RFP Posting by June 3<sup>rd</sup>

Proposers' meeting Monday, June 15<sup>th</sup> (SOB Milwaukee)

Proposals due by 2 PM, Wednesday, July 8<sup>th</sup>

Proposal reviews, site visits, meetings and negotiations July 9<sup>th</sup> – August 4<sup>th</sup>

Final choice made by August 5<sup>th</sup>

September 16<sup>th</sup> Building Commission meeting

Lease executed & project awarded by October 1<sup>st</sup>

Tenant access date January 1, 2010

Full Occupancy date February 1, 2010

**This is not a fixed bid proposal and all items are subject to further negotiations by either party.** The State of Wisconsin reserves the right to request a “best and final” offer from the finalists.

All proposals submitted in response to this Request For Proposal will be evaluated by the Department of Administration and the State Department of Health Services, which will together make the final decision on the selection of the facility. The selection will be based on criteria which best meet the needs of the Department of Health Services and not necessarily be the lowest cost proposal.

### Submittal Requirements:

It is mandatory that all proposers utilize the attached “Proposers’ Response Sheet” and include the specific information, plans/drawings (in PDF and AutoCAD format), specifications, and schedules required for your response, which shall include:

1. Site plans with parking indications and available public transportation options.
2. Floor plan with proposed layout.
3. Any and all deficiencies in your proposal as compared to the RFP, and any areas and/or systems where your proposal exceeds the requirements of the RFP.
4. A construction schedule designed to meet the required commencement date.

The Lease proposal must meet as a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard lease document (to be modified by the specific terms and conditions pertinent to this RFP.) In addition, the following will be considered in the evaluation and award process.

1. The gross rental rate and amount of rentable square footage based upon a ten-year lease period with three 5-year renewal options.

2. The quality and flexibility of the building including the overall design and site. This includes the ability to lease additional space, and availability/adequacy of staff and visitor parking, and public transportation. Security and safety of staff and visitors will also be evaluated.
3. Additional consideration will be given to those respondents that incorporate sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.
4. Lessor may wish to propose a Purchase Option that can be exercised by Lessee anytime during the lease. Proposal must include any costs or fees associated with exercising the Option. As required by the State of Wisconsin Building Commission, the method used to determine the purchase price shall be the average of two appraisals.

After initial evaluation of the proposals, the Departments may elect to have presentations from some of the Proposer(s) and additional information may be required, including revised drawings.

Evaluation and selection of proposals, as well as subsequent negotiations, will be based on the information submitted in the proposals, references and on-site visits. Due to the size of the proposal, approval by the State Building Commission is required before the lease is signed.

### III. BASE REQUIREMENTS

#### Lease Terms and Conditions

1. A TEN-year lease with three 5-year renewal options.
2. An option for the Lessor to purchase all of the office systems furniture and amortize it over the initial lease term. (Section II G) of the Proposer Response Sheet provides for a response indicating a willingness to provide office furniture (preliminary estimate of \$1,850,000.) The amortization of financing shall be for no more than 10 years, and the interest rate shall not exceed Prime plus 1.5% fixed.)
3. Complete fully a Proposers' Response Sheet and supply documentation, if available, supporting each of the cost elements other than the base building rate.
4. All building construction and tenant improvement costs are the responsibility of the Proposer.
5. If Lessor engages a broker representative, Lessor shall pay any commissions to its broker.
6. The Proposer shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$221,000 and if more than one trade is required to complete the entire project. If a single-trade project, the cost of construction must be \$45,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see [www.dwd.state.wi.us](http://www.dwd.state.wi.us) **NOTE:** The 2009-11 biennial budget bill being considered by the Legislature includes provisions that modify state prevailing wage law for municipal and state public works projects, including lowering the threshold, below which, state prevailing wage law would not apply to \$25,000 for both single-trade and multiple-trade projects.

#### Facility Details and Layout

In addition to standard office space, the facility will provide customer service and self-service options. Because of these uses, this facility may have additional needs not required at all offices. These are detailed in the Construction and Technical Specifications.

The space should have a rentable area of approximately 60,000 to 70,000 square feet. This square footage includes estimated circulation and building common space. The actual square footage leased will depend on building efficiencies, design efficiencies and shared common areas. Facilities with multiple adjacent and non-adjacent floors will be considered.

#### Site Information

1. The site location must be within a geographic area that is bordered by either side of Oklahoma Ave. on the south, either side of Good Hope Road on the north, either side of 76th St on the west and the lake to the east. Ideal location would be within the boundary of either side of Walnut St. to the north, either side of National Ave. to the south, either side of 27<sup>th</sup> St to the west and the Milwaukee River to the east. See Exhibits for Map.
2. A bus line should be within the immediate proximity of the location, with an accessible sidewalk route to the building.
3. Municipal water, sewer, police and fire service.
4. The site must have the following services: Centrex voice and BCN data service, over-air and non-over air (cable, satellite or telephone based) television.
5. The zoning must be compatible with this use.

#### Health, Safety and Handicapped Accessibility

1. There must be adequate building and exterior security lighting to allow for safe occupancy by staff and visitors during both standard and non-standard hours (7:00 PM to 5:00 AM, Monday to Friday and weekends). Provide adequate security lighting for on-premise parking areas.
2. All areas of the Premises, the applicable common areas, and entrances and exits serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Enrolled Commercial Building Code.

#### Parking Requirements

1. Requires minimum of 300 parking spaces (ideal is 400) to meet DHS requirements that may be in excess of local ordinance plus the appropriate number of ADA spaces including a van accessible space. Some overnight parking of vehicles is also required.
2. Handicapped parking spaces are required to be closest in proximity to the Handicapped accessible entries of the building.

#### Design Services

1. A preliminary space design (layout) with dimensions is to be provided as part of your response proposal. A rendering(s), sketch(es) or photo(s) illustrating the exterior views of the building are also required.
2. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project is implemented. It is likely that multiple re-drawings of the space design will be necessary to refine it to the needs of the Department of Health Services.
3. The Department of Health Services will provide design services for the office systems and will provide the detail for the furniture order.

#### IV. SPACE REQUIREMENTS

The general specifications for each area are listed below, to assist your designer in the space design process. Please see the attached “Staffing by Unit” for quantities and groupings.

Lobby	Clerical Area	Conference Rooms – Medium and Small
Public Break Area	Interview Rooms	Training Room
Public rest Room	Fair Hearing Rooms	Employee Break Room
Drop Off Child Care Center	Client Mail/EBT Issuance	Kitchenettes
Food Pantry	Loading Dock	Data/telecom Room
Reception Area	Private Offices	Copier/Supply Rooms
Customer Self-Service Area	Open Office Area	Mail Room
	Conference Room - Board Room	

#### V. SUMMARIZED ROOM REQUIREMENTS

Following is a list by room, highlighting the specialized and/or unique features, fixtures or construction required and is not necessarily all-inclusive. Please see the CONSTRUCTION GUIDELINES section for more details and specifications. **Note** that tenant will supply all copiers, printers, fax machines, overhead projectors, refrigerators, vending machines, washer, dryer, microwaves, coffee makers and other items noted.

1. **Lobby:** A main public hallway should have direct access to the Reception area, Drop off Child Care, Public Break Area, Public Restrooms and the Administration Area. This hallway should be wide enough to allow for some seating. Card access & power entry doors from the exterior are needed.
2. **Public Break Area:** A space for clients and staff to eat and meet. This area will also be the location for eight vending machines. A kitchenette with 12’ of counter with cabinets above & below, with space and power for two microwaves, under cabinet lighting and a single bay sink with garbage disposal.

3. **Public Rest Rooms:** Three types of rest rooms will be provided: a unisex (family), men's and women's. Each rest room will have diaper changing station, mirrors and built-in trash cans all supplied by Lessor. Rest room areas shall have drinking fountains. All rest rooms and fountains must be ADA compliant.
4. **Drop Off Child Care Center:** Entry will be via card access and electronic remote control. Sidelight of fully glazed door. This area will have its own rest rooms, drinking fountains, kitchenette and small laundry area. Desirable is direct access to an outside enclosed play area. The Drop Off Child Care Center should not be located next to the main entrance and the play area should not be located near bus stops, loading docks or smoking areas. The rest rooms should be one for each sex with fixtures provided for adults & children. Drinking fountains should be provided for adults & children. The kitchenette shall have 12' of counter with cabinets above & below, under cabinet lighting, double bay sink with garbage disposal and provide space for microwave and refrigerator. Appliance supplied by tenant. Laundry area will have a washer and dryer with cabinets overhead. Provide hot & cold water, drainage and venting. Provide 6' of counter space with cabinets above & below, under cabinet lighting and a laundry sink.
5. **Food Pantry:** With coolers & freezers supplied by tenant, this area will need 300 amp electrical service with five 208v circuits. Large triple basin stainless steel sink with garbage disposal. Freestanding 20' counter with cabinets below. Provide for six voice and four data connections. Security system (temperature monitoring) of freezers and refrigerators.
6. **Reception Area:** This is the location that all clients will pass through to meet with staff or access other services not listed with the lobby. It will have direct access to the Customer Self Service, Clerical Area, Interview Rooms, Fair Hearing Rooms and Client Mail/EBT Issuance. Clients will either go directly into the Self Service Area, wait for the next available staff person in the clerical area or check in at the Fair Hearing's desk or the Client Mail/EBT Issuance counter. After talking with the clerical staff, they may have to wait for a meeting with another staff person who will escort them to their office in the secure area. This portion of the room should have TV access. After hours, the entire reception area will be locked off from the lobby and be accessible by access card.
7. **Customer Self Service Areas:** These two rooms will be identical and contain 12 workstations each for clients to complete online forms & to get information. Each room will also have a workstation with a counter and a printer. All workstations will be freestanding. Provide for 16 data and 3 voice connections per room. See Drawing #1 in the Exhibits for example
8. **Clerical Area:** Should be located adjacent to the reception area. The area will consist of 7 workstation that have a custom millwork counter at desk height with articulating keyboards, provided by tenant. Each workstation will have two voice and two data connections. Each workstation will have a light indicator controllable by staff to indicate if they are ready for the next customer. Above each workstation will be a monitor supplied by tenant, to indicate function or other information. One of these workstations is the Fair Hearing desk, located next to the Fair Hearing rooms. Across the back of this area will be 12' of counters with cabinets above & below. On both ends of this will be 4' of

counters at 24" above the finished floor (AFF) for printers. Provide overhead cabinets over both sections. Provide a dedicated outlet for a copier and under cabinet lighting. See Drawings #2, 3 & 4 in the Exhibits for examples.

9. **Interview Room:** These rooms will be grouped with security card access and power door entry into the suite hallway. These rooms will be equipped with a computer for small meetings with clients. These rooms should have sidelights to allow for easy viewing into the rooms. These rooms can be grouped with the Fair Hearings Rooms into a single suite with common access. See Drawing #6 in the Exhibits for example.
10. **Fair Hearing Rooms:** These rooms will be grouped with security card access and power door entry into the suite hallway. These rooms will be equipped with a computer and have two doors on opposite sides of the room. These rooms should have sidelights to allow for easy viewing into the rooms. These rooms can be grouped with the Interview Rooms into a single suite with common access. See Drawing #6 in the Exhibits for example.
11. **Client Mail/EBT Issuance:** A secure room for two staff and equipment that has a desk height counter and lockable sliding glass window to secure the area when not occupied. This counter will face into the Reception area. Entry will be from the secure office space via card access. Solid door with sidelight. Provide for four voice & four data connections. See Drawing #5 in the Exhibits for example.
12. **Loading Dock:** Is needed for deliveries of food & supplies. It should be equipped with a leveler for use with semi-tractor trailers.
13. **Private Offices:** The private office layout should allow for desk and computer return in addition to small table and chairs for meetings. Private offices should have a sidelight window to allow for transfer of natural light. Private offices should not be located on perimeter windows, except for the Bureau Director & the Deputy Bureau Director. See Drawings #7 & 8 in the Exhibits for example.
14. **Open Office Area:** The open office area should allow for the installation of approximately 400 office system stations. The Lessor may be asked to provide the office systems furniture within the lease rate as an alternate rate. In such event, the furniture will be considered personal property of the Lessor. It is preferred that the office systems be located on the exterior walls to allow for maximum natural light. Must have sufficient electrical circuits and phone/data outlets to accommodate approximately 400 staff. Standard electrical requirements for open office areas are four 20 amp circuits for every 8 systems furniture cubicles. Dedicated electrical circuits will be required for copiers and printers. Each cubicle should contain at a minimum, unless indicated otherwise: 10 wire electrical system, panels are not to exceed 66" high, 25% of the panels should not exceed 54" high, 4 outlets, minimum of 10 linear feet of work surfaces with an articulating keyboard, 1 flipper door unit, 2 shelves, 2 task lights, 2 tack boards, 2 mobile files and a four drawer lateral file. Refer to drawing illustrating an example office system. Each workstation will have one voice & one data connection. Three voice & three data jacks will be provided for every eight workstations for printers, faxes and extras. See Drawings #9 & 10 in the Exhibits for examples.

15. **Conference Room-Board Room:** It is preferred that this room be located with access to public restrooms, be able to be secured from the balance of office area & the lobby and adjacent to the Administrator's Area. The conference room should be adjacent to a break room or kitchenette. This room will have an overhead projector, ceiling mounted projection screen provided by Lessor and marker board supplied by tenant. A minimum of 14 voice & 14 data outlets. Doors with 4" x 36" minimum glazing.
16. **Conference Room-Medium and Small:** To be located in the secure office area, each small conference room will have a minimum of one electrical duplex outlet on each wall. Two sets of one voice and one data jack will be located on opposite walls. In the medium conference rooms, three walls will have a minimum of one electrical duplex and one voice and one data jack and one wall will have a double duplex and three voice and three data jacks. A tenant provided marker board to be installed on one wall. Doors with 4" x 36" minimum glazing.
17. **Training Rooms:** These are to be located in the secure office area. These rooms will have overhead projectors, provided by tenant, ceiling mounted projection screen provided by Lessor and a front wall setup for marker board usage, four voice connections and twelve data connections for small training room, and ten voice connections and forty data connections for the large training room. See Drawing #11 in the Exhibits for example.
18. **Employee Break Room:** This room will contain 20 feet of counter with cabinets above and below and two double bay sinks with garbage disposals are required. Provide under cabinet lighting. This room should also have adequate outlets and circuits to allow for three each of the following: refrigerator, coffeepot, and microwave. Provide water connections to the refrigerators. Adjacent to this will be a vending machine area with space & electrical circuits for up to 5 machines. The break room & vending machines will be located inside the secure office area.
19. **Kitchenettes:** These areas will contain 8 feet of counter with cabinets above and below and a single bay sink with garbage disposal, with under cabinet lighting. This area should also have adequate outlets and circuits to allow for a refrigerator, coffeepot, and microwave. Provide water connection to the refrigerator.
20. **Data/Telecom Room:** This room will contain the punch down blocks for the telephone lines, the data patch panels in a rack(s), wire management, server and computer controllers, etc. Server, controllers and patch cables supplied by tenant. It is important that adequate and appropriate HVAC be provided to this room or a stand-alone unit be used. The temperature must be maintained below 70 degrees Fahrenheit 24 hours a day, 7 days a week, every day of the year. Estimated BTU is 7,500 per hour. One wall will be ¾" plywood over drywall from floor to ceiling for telephone equipment & connections. A location that minimizes the distance of the cable runs is desirable. Room shall have a dedicated 30 amp circuit with NEMA L5-30R twist-lock receptacle (120V-30A 3W) for server, dedicated 20 amp circuit with double duplex outlet for rack equipment & the remainder of the room shall be served by a dedicated 20 amp circuit. Room will have card access, moisture and temperature monitoring. See Drawing #12 in the Exhibits for example.

21. **Copier/Supply Rooms:** Provide 6 feet of counter space with cabinets above & below with under cabinet lighting. See Drawing #13 in the Exhibits for example.
22. **Mail Room:** This will be the central point for the sorting and processing of mail. Provide 14 feet of counter space with cabinets above & below with under cabinet lighting. For a 6 foot portion of the counter, the overhead cabinets shall be 30" above the counter for postage meter & fax machine. Provide 8 feet by 4 feet deep counter with cabinets below. Provide 12 feet of 24" high counter with cabinets below. Tenant will provide mail slots to sit on this counter. Provide two dedicated outlets for two copiers. Provide 6 data and 4 voice connections. See Drawings # 14, 15, 16 & 17 in the Exhibits for examples.

**Note:** In the Exhibits there is a sample floor plan relationship (proximity) drawing.

## VI. CONSTRUCTION and TECHNICAL SPECIFICATIONS

CONSTRUCTION SPECIFICATIONS Details, requirements for workmanship, and material specifications, which will be applicable to the project, will be developed in conjunction with the Proposer.

The Proposer shall comply with Prevailing Wage Requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$221,000, and if more than one trade is required to complete the entire project. If a single-trade project, the cost of construction must be \$45,000 or more. **NOTE:** The 2009-11 biennial budget bill being considered by the Legislature includes provisions that modify state prevailing wage law for municipal and state public works projects, including lowering the threshold, below which, state prevailing wage law would not apply to \$25,000 for both single-trade and multiple-trade projects.

Proposer agrees to construct and/or remodel and equip the building at Proposer's expense in accordance with State and Local Building codes per the mutually agreed upon plans using the following specifications:

GENERAL CONDITIONS All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy.

## CONSTRUCTION REQUIREMENTS

Selection of finishes will be by the tenant from Lessor provided samples.

### 1. Ceilings:

- a. Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Private offices, conference, hearing and training rooms require insulation above the dropped ceiling for noise abatement, if walls do not extend to the floor/roof decking.
- b. All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall
- c. Finished height: Minimum of 8'6" in all spaces up to 250 square feet. Minimum of 10' 0" in all other spaces. Maximum of 12' 0" unless approved by Lessee.
- d. Attic stock: Provide and maintain ceiling tile with approximately 4% of ceiling tile

### 2. Floors: All floors will be level

- a. Offices, clerical area, conference rooms, waiting areas (unless otherwise specified below): Carpet tile: 28-30 oz., tufted, min. average tuft bind 10-12 lbs., average FHA density 4500-5599, pile must be ADA compliant.
- b. Restrooms: Ceramic floor tile.
- c. Food pantry intake area, kitchenettes, vending machine areas, storage room, copier rooms, data/phone closet, etc.: vinyl tile or sheet goods.

- d. Vestibule/lobby: Ceramic floor tile with recessed mats similar to DecoGard "Pedimat", maintained by Lessor.
- e. Food pantry non-intake or office area, loading dock: Sealed concrete floors.
- f. Cove Base: (unless wood or carpet is preferred by Lessor) all spaces, except where ceramic flooring is used, 4" x 1/8" vinyl cove base.
- g. Lessor will at Lessor's sole cost, repair the carpet tile as needed. The Lessor will provide at lease commencement a 4% attic stock.

### **3. Walls:**

- a. All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs, with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b. All interior walls to be insulated for sound abatement
- c. All columns to be finished in drywall or wood.
- d. Walls to extend to finished ceiling except for restrooms and rooms over 350 square feet, which will extend to floor/roof deck.
- e. Provide expansion joints as necessary
- f. All walls to receive painted finish of sealer coat and two finish coats of semi-gloss or orange peel, eggshell textured finish. Gloss finish in rest rooms, kitchenettes, break rooms, food pantry, loading dock, janitor's closets, Drop Off Child Care Center and public vending areas. One accent wall in all areas greater than 500 square feet.
- g. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color
- h. Restrooms: 48" wainscoting of ceramic wall tile or other hard washable surface approved by tenant.
- i. Provide touch-up painting before & after initial move-in.
- j. Provide 3"-4" hardwood chair rails around perimeter in waiting areas, private offices, reception area, Drop Off Child Care Center, Fair Hearing Rooms, training rooms, and conference rooms at chair back height.

### **4. Doors, door frames, hardware:**

- a. The primary accessible exterior entry doors will be of aluminum storefront construction & fully glazed with ADA compliant power door openers with push button operation and card access.
- b. All power door operators will be maintained and repaired by Lessor.
- c. At least one rest room for each sex in the public & employee areas will be power operated.

- d. All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glueblocked, 5 ply), stained and varnished. If a sidelight is not provided, the door will have a 4" x 36" window, except for rest rooms, data server room, janitor closets and other utility rooms.
- e. Exterior metal doors, all door frames, window frames: 16 gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- f. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latchsets as specified, minimum 3 keys per lockset. Keyed latchsets for CEO & COO offices, file room, conference rooms, training rooms, Fair Hearing rooms, interview rooms, food pantry, Customer Self Service, storage rooms, janitor closets, all mechanical rooms and all doors with card access. In addition, all locksets to be operated by a single master key.
- g. All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- h. A card access system compliant with the State Of Wisconsin's needs to be provided with the building and needs to be tied into any power door operators.
- i. Doors from the waiting room to the open office area, Fair Hearing Rooms and the interview room, will have electronic remote openers located at each workstation (7) in the clerical area. Doors into the Child Care Drop Off Center will have power door openers and electronic remote openers.

**5. Windows:** The Premises must have direct natural lighting. This may be accomplished by using skylights.

- a. All new exterior windows shall be insulated Low-E glass.
- b. All exterior windows shall have mini-blinds.
- c. Windows may be either fixed or operable if located 10' or more above the ground, in which case some means of security must be provided to prevent entry.

**6. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations. Must be compliant with State of Wisconsin Enrolled Commercial Code**

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is preferred over electrical heat.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have **adequate zoning** to meet:  
Seasonal set points shall be as follows:  
Summer: 76 Degrees (+/- 2 degrees) with 50% humidity level (+/- 10%)  
Winter: 70 Degrees (+/- 2 degrees) with 25% humidity level (+/- 5%)
- c. Provide a fully ducted, non- plenum HVAC system with adequate zoning.

- d. New sheet metal duct installation may not have interior fiberglass lining unless such lining is sealed.
- e. All new exterior walls and ceilings must meet minimum insulation code requirements.
- f. Provide perimeter heating for exterior walls if required.
- g. Provide space heating for airlocks and lobbies, if necessary.
- h. All air-handling equipment filters are changed quarterly.
- i. Provide automatic temperature adjustment capability for unoccupied modes
- j. Provide accessible controls to heating/cooling units from inside the building.
- k. Provide separate venting/fans for restrooms.
- l. Provide a stand alone ventilation and cooling unit, for the data room to provide 24 hours, 7 days a week, every day of the year service.
- m. Provide adequate supply/return ducts for each space.
- n. Provide and install locking thermostat covers.
- o. Provide an approved "**Test and Balance**" report which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
- p. Thermostat locations in open office area to be 70" AFF to clear systems furniture.
- q. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.

**7. Electrical:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Enrolled Commercial Code, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a. Each enclosed room shall have a minimum number of duplex electrical outlets (as required by code) and a minimum of 2 each telephone and data outlets.
- b. Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment. Where noted in the summarized room requirements, copiers & printers must be on separate circuits from other equipment.
- c. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panel boxes, circuits, switch plates, faceplates, receptacles, etc.
- d. Kitchenettes shall have sufficient outlets for a refrigerator, microwave, and coffee maker. Employee & Public Break Rooms, vending areas and Drop Off Child Care Center laundry shall have sufficient outlets & circuits to support the equipment noted in the summarized room requirements.

- e. Data/telephone room shall have a dedicated 30 amp circuit with NEMA L5-30R twisted lock receptacle (120V-30A 3W) for server, dedicated 20 amp circuit with double duplex outlet for rack equipment & the remainder of the room shall be served by a dedicated 20 amp circuit.
- f. Provide 2" x 4" electrical boxes with ¾" conduit stubs into ceiling for monitor, television and projector locations. Cabling for these locations provided by tenant.

**8. Lighting:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Enrolled Commercial Building Code and the National Electrical Code.

- a. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
- b. Provide 2' x 4' drop-in florescent fixtures unless otherwise specified. Indirect lighting is an acceptable replacement in office areas.
- c. For offices, clerical area, and conference room provide:  
 3-lamp electronic miser ballast's (F8's)  
 2' x 4' lay-in fixtures  
 18 or 24 cell parabolic louver lenses (3" deep), semi-specular silver is preferred.  
 SP35 Lamps (3500 K), warm white bulbs  
  
 Dual light level switching in private offices, conference, interview, Fair Hearing and training rooms.
- d. Prismatic acrylic lenses are acceptable for file storage, data/telecom room, mechanical room and restrooms.
- e. Provide adequate lighting in restrooms with light fixtures above the sinks.
- f. Provide florescent strip lighting below cabinets.
- g. Each constructed space to have separate light switch. Constructed areas over 400 square feet and with two entrances will have three-way switches.
- h. Provide lighting at all exterior entrances/exits.
- i. Provide adequate security lighting for on-premise parking areas.

**9. Data and Telephone Wiring & Television/Monitor Conduits:**

- a. All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of ¾" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" electrical box.
- b. Conduit, raceways or clear paths will be provided from the data/telephone room to the ceiling area of each enclosed room and clerical area to accommodate the data/telephone lines.

- c. All cabling to be Category 5E terminated in RJ-45 jacks. Voice outlets to be terminated in white/ivory jacks and all data outlets to be terminated in orange jacks. All jacks to be labeled in a professional manner. Hand labels are not acceptable.
- d. Data and telephone wiring shall be furnished and installed by the Lessor.

## **10. Security System / Card Access**

- a. An integrated security and card access system will be provided that is compatible with the State's. The card access and security system shall be compatible with and be part of the Capitol Police Software House CCure8000 system. Access control panels shall be Software House iStar panels; new and of the latest design.  
[http://www.swhouse.com/products/hardware\\_home.aspx](http://www.swhouse.com/products/hardware_home.aspx) Card readers shall be HID 125 KHz Proximity readers. The specific model for each door shall be selected to be the most appropriate for each door.  
[http://www.hidglobal.com/technology.php?tech\\_cat=t&subcat\\_id=10](http://www.hidglobal.com/technology.php?tech_cat=t&subcat_id=10). Access cards shall be HID ISO Prox Model 1386 cards in the State of Wisconsin Corporate 1000 format, H10389. [http://www.hidglobal.com/technology.php?tech\\_cat=1&subcat\\_id=9](http://www.hidglobal.com/technology.php?tech_cat=1&subcat_id=9). 500 cards to be provided. Monitoring of all exterior doors, all lobby doors except for rest rooms, all reception area doors and card access doors. Monitoring of temperature and moisture in server/telecom room. This system can be monitored & controlled through the State of Wisconsin's Capitol Police. Items on the system will be doors with access card control and monitoring of alarms (intrusion/heat), local alarm lights and local alarm horns. Local horn for data/telecom room. Local alarm lights (two) in open office area. Panic buttons at each clerical workstation, each Fair Hearing Room and each Interview room and at the Client Mail/BT Issuance counter.
- b. All exterior doors are monitored & most are under card access.
- c. Card access points are needed at the separation of public spaces and office space and at the Drop Off Child Care Center.
- d. Card access and temperature alarm monitoring will be needed in the server room.

## **11. Cabinetry/Carpentry:**

All areas provided must meet minimum standards of ADA compliance.

- a. As noted in the room descriptions, all cabinets shall have counters of standard depth and height. Cabinetry will have 2 adjustable shelves in each section, all having laminated fronts, countertop and splashguard.
- b. Provide locks on cabinetry in the public break areas.
- c. Provide a desk height 36" depth counter for the Clerical Area. The front base of the client side of the counter shall be laminated. Each divider wall between workstations shall be covered in laminate and extend 2' beyond the client side of the counter & 6' on the employee side of the counter and will be 60" high. The portion of the divider above 36" will mainly be frosted glass or other material approved by tenant.
- d. Provide coat closets with shelving & lighting.
- e. Provide a counter of approximately 6' in length with 2 shelves under it in the clerical area.

f. Provide a 3'-4' pass-through window with locking and sliding glass and writing ledge from Client Mail/EBT Issuance into the waiting area.

## **12. Plumbing:**

- a. All break & kitchenette area counter(s) shall meet the minimum ADA requirements and must include a sink or sinks with hot/cold running water and a garbage disposal(s).
- b. All rest room fixtures and furnishings will be ADA compliant.
- c. Insulate all under sink lavatory piping in restrooms if exposed.
- d. One janitorial sink shall be provided in each janitorial closet.
- e. Water will be available if needed for connection to refrigerators in break rooms & kitchenettes.

## **13. Accessibility and Security:**

- a. All demised and Common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) ***must meet all requirements of new construction*** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters Comm 32, 51 - 65, and the Federal ADA Regulation. Federal ADA Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the Federal Regulations. All elevators shall meet the Wisconsin Administrative Codes, Comm 18 and Comm 62 and the Federal ADA Requirements.
- b. Provide door locks as required.
- c. Install a doorbell with the button adjacent to the doorway into the reception area from the main lobby with the speaker located in the clerical area and in the secured office area next to the doorway into the reception area.

## **14. Exterior of Building and Landscaping:**

- a. Provide landscape as necessary or required by city ordinance.
- b. Provide a minimum of 300 parking spaces (ideal is 400) plus the appropriate number of ADA spaces including a van accessible space. Parking areas to be paved and striped and comply with all Wisconsin Administrative Codes and Federal ADA Regulations. Include all signage required for accessible parking stalls.
- c. All entrances and exterior doors to be accessible with grade complying with Federal ADA Regulations and Wisconsin Admin Code.
- d. Ensure all exterior walls, windows, roof, walkways are in good repair.
- e. An outdoor employee seating area is desirable.

## **15. Signage:**

- a. Provide and install signage on the exterior of the building identifying tenant and address which is visible from the main street. Sign shall read "State of Wisconsin, Department of Health Services" with a logo provided by the Agency. The style and size of the sign will be consistent with the Lessor's sign standards of the building and comply with local ordinances. The sign does not need to be internally illuminated.
- b. Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance if a multi-tenant building. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c. Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- d. Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.
- e. If DHS is the lone tenant of the site, signage at the edge of the property at major entrances with the no smoking logo and that reads "No Smoking on Health Services Property / Prohibido Fumar En la propiedad de Servicios de Salud"

**16. Fire Protection:**

- a. Provide, hardwire install, and maintain smoke/heat detectors with local fire alarm pull stations, all connected to strobe and audible alarms meeting ADA guidelines, and any other detectors and enunciators if required by any government codes and regulations.
- b. Provide, install, and maintain fire extinguishers as required by all governing codes and regulations and Underwriters Lab (UL) recommendations.

**17. Other Requirements:**

- a. Provide safe drinking water with hot and cold running water for restrooms, counter(s) and janitors sink.
- b. Heat and air conditioning costs
- c. Furnish, install and maintain light bulbs, fluorescent tubes, starters, ballasts or transformers.
- d. Water and sewer costs.
- e. Provide electricity for lights and other electrical equipment necessary for operation of the office.
- f. Furnish building occupancy or use permit if required.

**18. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature, and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a. Mechanical/HVAC plans

- b. Electrical, data/telephone, and lighting cutsheets
- c. Door and finish schedules
- d. Plumbing plans
- e. Site plans with parking indications and available public transportation options.
- f. General construction drawings with dimensions.
- g. Cabinetry drawings
- h. Materials list and samples including:
  - 1) Paint and finishes
  - 2) Ceiling
  - 3) Flooring
- i. Proposed construction schedule

**VII PROPOSERS' RESPONSE SHEET FOR 10 YEAR LEASE**

RATE PROPOSAL: Per usable/rentable square footage. If Proposer does not complete the rate proposal in its entirety, please provide an explanation and alternate rate proposal.

**I. SQUARE FOOTAGE: As defined Section II Base Requirements, Facility Layout**

- A) Total usable square feet (does not include common area)..... \_\_\_\_\_
- B) Total rentable square feet (includes common area) ..... \_\_\_\_\_

**II. RATE CALCULATION: Per Rentable square footage**

Complete the following: Amounts should be listed as cost per square foot

- A) Base Building Rate (**NET RATE**) ..... \_\_\_\_\_/sq. ft.
- B) Brokerage fees, if any ..... \_\_\_\_\_/sq. ft.

- C) Tenant Improvement Costs (for costs over and above Lessor contribution) .. \_\_\_\_\_/sq. ft.  
 Lessor per sq. ft. contribution to Tenant Improvements..... \_\_\_\_\_/sq. ft.  
 Cost over and above Lessor Tenant Improvement contribution ..... \_\_\_\_\_/sq. ft.
- D) Utility Costs - Electricity, heat/air conditioning, water & sewer ..... \_\_\_\_\_/sq. ft.  
 E) Janitorial Services (Provide Specs)..... \_\_\_\_\_/sq. ft.  
 F) Snow removal/Lawn mowing contracts..... \_\_\_\_\_/sq. ft.  
 G) Real Estate Taxes..... \_\_\_\_\_/sq. ft.
- Total Gross Rate Offered Per Rentable SF/Year (Sum of A – G )..... \_\_\_\_\_/sq. ft.**
- H) Office furniture systems to be paid by the tenant, if any \$\_\_\_\_\_, amortization term \_\_\_\_yrs, Interest \_\_\_\_%.
- I) Number of parking stalls included in Base Rate (A) \_\_\_\_\_

**III. TERMS AND CONDITIONS:**

- A) Rent Escalator (Describe): .....  
 (Escalation Factor should only include escalation projections for all variable utility, service and tax costs proposed above.)
- B) Length of Lease: \_\_\_\_\_ years, Renewal Option(s): \_\_\_\_\_
- C) Tenant Occupancy Date (for FF&E and staff move in): .. \_\_\_\_\_
- D) Full Occupancy Date: . \_\_\_\_\_
- E) Rent Commencement Date: . \_\_\_\_\_

**IV. SUBMITTED BY:**

_____	_____
Contact Name	Firm Name
_____	_____
Firm Street Address	Firm City, State, Zip
_____	_____
Telephone Number/ Fax Number	Authorized Signature
_____	_____
Proposed Address	Proposed City, State, Zip

Please attach additional information and/or documentation if it is needed to explain any of the above.

**VIII. SAMPLE RENT SCHEDULE**

Proposer is to complete and include with Proposer Response Sheet.

Rental Rate Schedule							
Begin Date	End Date	Office \$ (A & B)	Operating Expenses \$ (D thru G)	TI Amort-ization \$ (C)	Furniture Amort-ization \$ (H)	Annual Rent \$	Monthly Rent \$
2/1/10	1/31/11						
2/1/11	1/31/12						
2/1/12	1/31/13						

2/1/13	1/31/14						
2/1/14	1/31/15						
2/1/15	1/31/16						
2/1/16	1/31/17						
2/1/17	1/31/18						
2/1/18	1/31/19						
2/1/19	1/31/20						
2/1/20	1/31/21						
2/1/21	1/31/22						
2/1/22	1/31/23						
2/1/23	1/31/24						
2/1/24	1/31/25						
2/1/25	1/31/26						
2/1/26	1/31/27						
2/1/27	1/31/28						
2/1/28	1/31/29						
2/1/29	1/31/30						
2/1/30	1/31/31						
2/1/31	1/31/32						
2/1/32	1/31/33						
2/1/33	1/31/34						
2/1/34	1/31/35						

**STANDARD LEASE**

**THIS LEASE**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_ (the “Lessor”), whose address is \_\_\_\_\_, Wisconsin \_\_\_\_\_, and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (the “Lessee”);

**WITNESSETH**, The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

1. **PREMISES.** Lessor hereby leases to Lessee and Lessee leases from Lessor the following (the “Premises”):

Approximately \_\_\_\_\_ square feet of office space (the “Premises”) in Lessor's building (the “Building”), together with all appurtenances and access to common areas, located at \_\_\_\_\_ in the \_\_\_\_\_, Wisconsin (the “Building”), which Premises are further described on Exhibits A & B and the Request for Proposal dated \_\_\_\_\_ as attached.

2. **USE OF PREMISES.** Except as otherwise authorized in writing by Lessor, Lessee shall use the Premises as office space for Department of Health Services, or such other agency that may be designated by Lessee (collectively, the “Tenant”).
3. **TERM, RENEWALS.** The lease term hereunder shall begin on the latter of February 1, 2010 or the date of occupancy, and end on January 31, 2020. This Lease may, at the option of the Lessee, be renewed for Three successive five-year periods from and after February 1, 2020, subject to the availability of funds for the payment of rentals, upon the same terms and conditions herein specified, provided notice be given in writing to the Lessor at least 120 days before the Lease or any renewal thereof would otherwise expire. This lease term, including renewal options as may have been provided for herein, may be extended under mutually agreeable terms, conditions and rental rate via a letter of addendum. **(Optional Language)** In addition, in the event that Lessee shall lose part or all of its Funding for this program and/or for its staff, thereby reducing its required square footage in the Premises, it is

agreed that the Lessee shall be allowed, subject to Lessor's prior written approval, which approval shall not be unreasonably withheld, to re-demise the Premises at Lessee's sole cost; provided any space to be re-demised must be contiguous, include direct access to the main elevator, access to the restrooms and stairways as required by code, and in no event contain less than 5,000 square feet. In the event of such re-demise, Lessee shall be responsible for all rental obligations for the Premises, including but not limited to the newly demised space, throughout the original term of this Lease and any renewal options thereof.

4. **ASSIGNMENT, SUBLETTING.** The Lessee shall not assign this Lease in any event, and shall not sublet the demised Premises, and will not permit the use of said Premises by anyone other than the Lessee, and the agents, contractors, grantors and grantees, and servants of the Lessee, without prior written approval of the Lessor.

5. **RENTAL.** The Lessee shall pay the Lessor rent for the Premises during the initial lease year at the following rate: The sum of \_\_\_\_\_ Thousand \_\_\_\_\_ Hundred \_\_\_\_\_ And XX/100Dollars (\$XX,XXX.XX) per annum, in equal monthly installments of \_\_\_\_\_ And xx/100 Dollars (\$X,XXX.xx).

The annual rental rate for the first and each subsequent year and renewal periods of this Lease shall be in accordance with the following schedule:

<b>Rental Rate Schedule</b>			
<b>Begin Date</b>	<b>End Date</b>	<b>Annual Rent</b>	<b>Monthly Rent</b>
February 1, 2010	January 31, 2011	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2011	January 31, 2012	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2012	January 31, 2013	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2013	January 31, 2014	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2014	January 31, 2015	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2015	January 31, 2016	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2016	January 31, 2017	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2017	January 31, 2018	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2018	January 31, 2019	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2019	January 31, 2020	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2020	January 31, 2021	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2021	January 31, 2022	\$xx,xxx.xx	\$x,xxx.xx

February 1, 2022	January 31, 2023	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2023	January 31, 2024	\$xx,xxx.xx	\$x,xxx.xx
February 1, 2024	January 31, 2025	\$xx,xxx.xx	\$x,xxx.xx
February 1, 20.....	January 31, 20.....	\$xx,xxx.xx	\$x,xxx.xx

The annual rent throughout the entire lease term, including optional extensions, shall be payable in advance in monthly installments as shown above on the first day of each month, except for the month of July during which the monthly installment is not due until the 15th day. Said rental payments shall be made to Lessor at the address for notices hereinafter set forth.

**6. COVENANTS OF LESSOR.** Lessor hereby covenants and agrees with Lessee as follows:

- a) Lessor warrants that Lessee shall have quiet use and enjoyment of the Premises; that Lessor has complete interest, right in and title to the Premises so as to enable Lessor to enter into this Lease; and that the Premises is not encumbered in any way so as to hinder or obstruct Lessee's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions. Lessor shall obtain a certificate of occupancy or any other authorizations required by local ordinance or regulations prior to Lessee's occupancy.
- b) The Lessor shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this Lease.
- c) Lessor shall furnish during the term of this Lease the goods, services and other items listed on Schedule I attached hereto and incorporated by reference.
- d) Lessor shall be responsible for the costs of all improvements necessary to meet and maintain the standards and specifications set forth in Schedules I and/or II. Lessor shall maintain, at Lessor's expense, the Premises so as to comply with all federal, state and local codes applicable to the Premises.

Lessor agrees to complete, at Lessee's sole cost and expense, any reasonable improvements to the Premises which the Lessee requests to improve the health,

safety and security of the Premises, which are in excess of code requirements and not required by Schedules I and/or II.

- e) In connection with the performance of work under this Lease, the Lessor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, the Lessor further agrees to take affirmative action to ensure equal employment opportunities. The Lessor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Lessee, setting forth the provisions of the non-discrimination clause.
  
- f) Lessor is required to provide a written Affirmative Action Plan acceptable under Wisconsin Statutes and Administrative Code if the annual rent is twenty-five thousand dollars (\$25,000) or more per year and the Lessor employs twenty-five (25) or more employees. The Lessor must have a plan on file or submit a plan for approval, within fifteen (15) working days after the execution of this Lease, to the Department of Administration, Division of Administrative Services, whose address and phone number are listed at the bottom of the enclosed Form DOA-3269. Instructions and technical assistance in preparing the plan are available from the Department of Administration, Division of Administrative Services and will be forwarded to the Lessor upon presentation of State of Wisconsin Form DOA-3269 attached hereto. Failure to comply with the conditions of this item may result in the Lease being declared "Null and Void," the Lessor being declared "ineligible," or the withholding of rental payment until such time as the above cited plan is accepted.

- g) The Lessor as part of this Lease certifies that to the best of its knowledge both the Premises and the Building of which the Premises are a part do not contain any asbestos bearing material which is unsafe or which is not encapsulated. If during the Lessee's occupancy of the Premises such asbestos bearing material is found, and the Lessor has been notified by the Lessee that such asbestos bearing material exists, the Lessor shall within fourteen (14) days after receipt of such notice, be required to take such action as may be necessary to encapsulate or remove the asbestos bearing material. Upon determination that unsafe or un-encapsulated asbestos bearing material exists, the Lessee may at its option vacate the Premises until such time as the material has been encapsulated or removed to the satisfaction of the Lessee. If the Lessee vacates the Premises during the encapsulation or removal process, the Lessor shall reimburse the Lessee for all move related costs. No rent shall accrue to the Lessor during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to encapsulate or remove the asbestos bearing material within the time specified, this Lease may be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee on account of the cancellation of this Lease.
- h) The Lessor attests that space covered by this Lease is not owned by a state public official or state employee as defined in section 19.45, Wisconsin Statutes and Chapter ER-MRS 24 of the Wisconsin Administration Code, nor is the Lessor a business in which a state public official or state employee has any ownership, monetary or fiduciary interest.
- i) For the purposes of this Lease, "Hazardous Materials, Substances, or Air Pollutants" shall include, but not be limited to any and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree.

The Lessor attests that the Premises are free of any hazardous materials, substances, or air pollutants as defined above, and the Lessor will now and forever after the termination of this Lease hold Lessee harmless and indemnify the Lessee from and against any and all claims, liability, damages or costs arising from or due to the presence of hazardous materials, substances, or air pollutants as defined above, except liability resulting from Lessee's use and occupancy of the Premises.

If during the Lessee's occupancy of the Premises such hazardous materials, substances, or air pollutants are found, the Lessor shall as soon as possible after receipt of notice take such action as may be necessary to render the Premises safe.

Upon determination by the Lessee that unsafe hazardous materials, substances, or air pollutants as defined above affecting the Lessee's quiet enjoyment of the Premises exists, the Lessee may vacate the Premises until such time as the hazardous materials, substances, or air pollutants have been repaired or remediated to the satisfaction of the Lessee. If the Lessee vacates the Premises during the repair or remediation process, the Lessor shall reimburse the Lessee for all related or relocation costs and rent shall abate during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to repair or remediate the hazardous materials, substances, or air pollutants as soon as practicable as determined by the Lessee, this Lease may by written notice to the Lessor be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee due to the cancellation of this Lease.

Lessor will immediately advise Lessee in writing of any actions or claims relating to any hazardous materials, substances, or air pollutants on the Premises. If the Lessor has conducted or conducts any testing for hazardous materials, substances, or air pollutants on the Premises before or during the term

of the lease, then the Lessor shall provide a copy of any test results to the Lessee. The Lessee, at its own expense, may also conduct such testing as it deems appropriate on the Premises.

- j) In the event of any water damage to the premises and/or common areas, Lessor agrees to cause any water damaged (saturated, water spotted and/or dirty) materials to be dry within twenty-four (24) hours of the time of discovery of such damage. If such materials are not completely dry by the end of the 24 hour period, the Lessee may require that the saturated materials (i.e. carpet, drywall, ceiling tiles, etc.) shall be removed from the premises and immediately replaced with new materials of identical quality or better quality.
- k) Lessor agrees to provide prior notification and provision of material safety data sheets (MSDS) if applicable to the Tenant on-site staff when any construction, renovation, maintenance, repairs, remodeling or cleaning work will be done within the building of which the premises are a part of by the Lessor, contractors or other representative of the Lessor. The project notification and MSDS documents should be provided to the on-site staff no less than five (5) workdays before the anticipated start of the actual work.
- l) The default by Lessor of any covenant or agreement contained in any paragraph or provision of this Lease, shall constitute a material default of the Lease, and shall entitle the Lessee to terminate this lease, PROVIDED, that prior to such termination, the Lessee shall notify the Lessor in writing of the nature of the default and shall grant the Lessor a period of thirty (30) days from the date of service of such notice to remedy or cease such act of default, and upon such remedy or cessation by the Lessor within said thirty (30) days, the Lessee shall waive the right to terminate for such default. In the event the act of default is such that it cannot be remedied within said thirty (30) day period, the Lessee shall waive the right to terminate for such default if corrective actions are

commenced within such period and diligently pursued to completion by the Lessor.

- m) Lessor shall be responsible for the real estate taxes and any assessments on the Premises.

7. **COVENANTS OF LESSEE.** Lessee hereby covenants and agrees with Lessor as follows:

- a) Lessee does hereby covenant, promise, and agree to pay the rent in the manner hereinbefore specified, and to duly comply with all other provisions of this Lease at the time and in the manner herein provided.
- b) At the expiration of this Lease or any renewal thereof, the Lessee will return the Premises to the Lessor in as good condition as they were at the time the Lessee went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed, in consideration of the rent to be paid and other conditions of this Lease, that the Lessee shall not be responsible for damage to the Premises by fire.
- c) The Lessee/Tenant will not make or permit anyone to make any alterations, improvements or additions in or to the Premises, without the prior written consent of the Department of Administration, as Lessee and the owner as Lessor.
- d) The default by Lessee (a) If Lessee shall be late in the payment of any rent or any other sum of money payable by Lessee to Lessor and if Lessee shall fail to cure said late payment within (30) days after receipt of notice of said late payment from Lessor, or (b) if Lessee shall be late in the performance or observance of any other agreement or condition in this Lease to be performed or observed and if Lessee shall fail to cure said late performance or observance within thirty (30) days after receipt of notice from Lessor of said late performance or observance (unless Lessee commences to cure said late

performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then, in any of said cases and without waiving any claims for breach of agreement, Lessor may send written notice to Lessee of the termination of the term of this Lease, and, on the fifth (5th) day next following the date of the sending of the notice, the term of this Lease shall terminate, Lessee hereby waiving all rights of redemption.

e) Lessee agrees that any improvements to the Premises made by Lessor for the benefit of Lessee shall be the property of Lessor. Such improvements exclude any of Lessee's system furniture, conventional furniture and all other Lessee personal property.

8. **INSURANCE.** Lessor agrees to procure and maintain, during the term of this Lease, fire and casualty insurance for the building containing the Premises. Lessor also agrees to procure and maintain, during the term of this Lease, commercial general liability insurance in the amount of not less than **\$1 million each occurrence and \$1 million general aggregate**. Under all conditions noted above, general aggregate limits are to apply on a per location basis. In addition, Lessor shall provide upon signing of the Lease and thereafter annually, a certificate of insurance to Lessee evidencing such coverage. When coverage requirements are \$2 million or greater, Lessee shall also be named as additional insured. The State of Wisconsin Self-Funded Liability and Property Programs protect the Lessee. Wisconsin Statutes provide funds to pay property and liability claims. In addition, section 895.46 provides that the state will pay judgments taken against state officers or employees for acts carried out while the officers or employees were acting within the scope of their employment. This shall be deemed as evidence of protection for applicable liability claims brought against the state, its officers or employees and damage to property for which the state may be responsible.

9. **MAINTENANCE.** The Lessor shall maintain the Premises in good repair and tenantable condition, and as required by Wisconsin Statute 704.07, throughout the term of this Lease, except in case of damage arising from a willful act or the negligence of the Lessee's agents or employees. For the purpose of so maintaining the Premises, the Lessor reserves the right at reasonable times to enter and inspect the Premises and to make any necessary repairs thereto.

10. **DAMAGE OR DESTRUCTION.** In the event the Premises are partially damaged or destroyed by fire or other casualty or happening such that Lessee may continue to use a part of the Premises, Lessor shall promptly repair such damage and restore the Premises to its condition immediately prior to said damage or destruction. In such event, the rental and any other obligations of Lessee payable hereunder shall abate proportionally by the ratio that the damaged area bears to the total area of the Premises. Should Lessor fail to complete said restoration within 60 days of the partial damage or destruction, Lessee may terminate this Lease.

In the event the Premises are damaged or destroyed such that Lessee is unable to occupy the Premises (untenantable) without undue hardship and/or disruption of its business, Lessee may elect to terminate this Lease by providing Lessor written notice of such termination within 14 days after such damage or destruction, and, in that event, all rent and other obligations of the Lessee hereunder shall terminate as of the date of such damage or destruction. In the event the Premises are untenantable and Lessee does not elect to terminate this Lease, Lessor shall proceed immediately to rebuild and restore the Premises to its condition immediately prior to said damage or destruction. In the case of Lessee's election not to terminate, all rent and other obligations of the Lessee hereunder shall abate from the date of untenantability until the date Lessee retakes possession of the Premises. In the event Lessor fails to complete the restoration within 120 days of the untenantability, Lessee may terminate this Lease.

11. **NOTICES.** Notice in writing referred to herein shall not be construed to mean personal notice, but such notice shall be given in writing, by mail, by depositing the

same in the post office or letter-box, in a post paid envelope, addressed to the Lessor at Lessor's last known address, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Such notices provided hereunder shall be addressed as follows:

If to Lessor:

If to Lessee: State Leasing Officer  
State of Wisconsin  
Department of Administration  
101 E. Wilson Street, 7th Floor  
P.O. Box 7866  
Madison, WI 53707-7866

12. **FUNDING.** The payment of rents under this Lease is subject to the availability of funds that may lawfully be used for such payment. The Lessee reserves the right to cancel this Lease in whole or in part without penalty if the Legislature fails to appropriate funds necessary to complete the Lease. As a result, the Lease does not constitute the contracting of public debt under Article VIII, Section 4 of the Wisconsin Constitution.
13. **RIGHT TO LEASE ADJACENT SPACE.** Lessee may lease any available adjacent space at any time during the term of this Lease or renewal options. Improvements for such space will be of the same nature and quality as that of the space contained herein. Such additional space shall be made available under mutually agreeable terms, conditions, and rental rate as mutually agreed upon. Such additional space may be added to this Lease via a letter of addendum.
14. **BROKERS.** Lessor and Lessee represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Lease, and Lessor agrees to pay and hold Lessee harmless from any claims made by anyone for any

compensation, commissions and charges claimed with respect to this Lease or the negotiations thereof.

15. **HOLDING OVER.** If Lessee holds over after the term hereof, with or without the express written consent of Lessor, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent shall be payable at the rate during the last month of the term hereof. Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.
16. **SUBORDINATION.** This Lease shall be subordinate to any and all mortgages hereafter placed against the Premises by Lessor, provided that any such mortgage (or a separate written agreement, in recordable form, from the mortgagee in favor of and delivered to the Lessee) contains provisions to the effect that, so long as this Lease shall remain in force, in any action to foreclose the mortgage, Lessee will not be made a party defendant, that Lessee's possession of the Premises will not be disturbed and that Lessee's leasehold estate will not be affected, impaired, or terminated by any such action or proceeding or by any judgment, order, sale or conveyance made or rendered therein or pursuant thereto, so long as (at the time of the commencement of such action or foreclosure proceeding or during the tenancy thereof) Lessee is not in default under the terms, covenants, and conditions of this Lease beyond any grace period provided in this Lease for curing same.
17. **FORCE MAJEURE.** In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, war, acts of God, inclement weather, or other reason beyond that party's reasonable control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
18. **EMINENT DOMAIN.** In the event the entire Premises shall be appropriated or taken under the power of eminent domain by any public or quasi-public authority,

this Lease shall terminate and expire as of the date of such taking, and Lessee shall then be released from any liability thereafter accruing under this Lease.

In the event a portion of the Premises shall be so appropriated or taken and the remainder of the property shall not be suitable for the use then being made of the property by the Lessee, or if the remainder of the property is not one undivided parcel of property, Lessee shall have the right to terminate this Lease as of the date of the taking on giving to Lessor written notice of termination within thirty (30) days after Lessor has notified Lessee in writing that the property has been so appropriated or taken.

In the event of the termination of this Lease by reason of the total or partial taking of the Premises by eminent domain, then in any such condemnation proceedings, Lessor and Lessee shall be free to make claim against the condemning or taking authority for the amount of any damage done to them, respectively, as a result of the condemning or taking.

19. **CONSTRUCTION OF IMPROVEMENTS.** On or before the commencement of the term hereunder, unless such date is extended by mutual written consent, Lessor shall complete or cause to be completed certain building improvements, all as more specifically set forth in Schedule II attached hereto and incorporated by reference. Lessee, through its authorized agents only, may, at its option, revise said building improvements prior to commencement of construction and request changes during construction, provided, however, that such changes must first be approved by Lessor. The method and amount of payment by Lessee for any increase or decrease in costs, if applicable, resulting from said changes in construction shall be negotiated between the parties at the time of said requested changes.

20. **PREVAILING WAGES.** The Lessor/Contractor shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$221,000 and if more than one trade is required to complete the entire project. If a single-trade project, the cost of construction must be \$45,000 or more. The Contractor shall post, at an appropriate conspicuous point on the site of the

Project, a schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in Work on the Project under the Contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged. If, after the award of the Contract, it becomes necessary to employ any person in a trade or occupation not classified in the wage determinations, such person shall be paid at not less than such rate as shall be determined by the Department of Workforce Development. Such approved minimum rate shall be retroactive to the time of the initial employment of such person in such trade or occupation. The Contractor shall notify DSF of the Contractor's intention to employ persons in trades or occupations not classified in sufficient time for DSF to obtain approved rates for such trades or occupations. The specified wage rates are minimum rates only, and DSF will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this Contract. Any disputes in regard to the payment of wages in excess of those specified in this Contract shall be adjusted by the Contractor. Failure to comply with the conditions of this Section 20 may result in the Contractor becoming declared an "ineligible" Contractor, termination of the Contract, or withholding of payment.

21. **CAPTIONS.** The item captions contained herein are for convenience only and do not define, limit or construe the contents of such items, paragraphs or sections.
22. **AUTHORIZATION, BINDING EFFECT.** This Lease, together with all amending instructions subsequent thereto (collectively, the "Lease"), is not valid or effective for any purpose until approved by the Governor or his delegate, the Secretary of the Department of Administration, and no work is authorized until the Lessor has been given written notice to proceed by the Department of Administration, Division of State Facilities.
23. **WAIVER.** The rights and remedies of either party under this Lease, as well as those provided or accorded by law, shall be cumulative, and none shall be exclusive of any other rights or remedies hereunder or allowed by law. A waiver by either party of

any breach or breaches, default or defaults, of the other party hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default.

24. **CHOICE OF LAW.** This Lease shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin.

25. **EXECUTED LEASE.** This Lease when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.

26. **OPERATING EXPENSE RECONCILIATION.** (**NOTE:** *This section inserted if applicable & then modified to properly identify the netted out costs.*) Lessee is responsible for the costs of the premises janitorial services, the premises electrical service costs, and pro rata share (x.xx %) of the real estate taxes, (including special assessments if any) for the building. Within Ninety (90) days after the end of each calendar year (Adjustment Period), Lessor shall give Lessee an itemized statement showing in reasonable detail the following:

a) Actual expenses, with all supporting documentation, which make up the Operating Expenses, defined as:

- 1) Janitorial Services for the Premises per requirements of Schedule I
- 2) Utilities for the Premises (electric for lights and outlets only)
- 3) Real Estate Taxes

b) The amount paid by the Lessee during the Adjustment Period toward Operating Expenses.

c) The amount Lessee owes toward the expense overage or the amount Lessor owes as a credit:

AND

d) Lessee shall have thirty (30) days to review and audit the itemized statement. The overpayment or underpayment shall be paid or credited within sixty (60) days after the statement is delivered to Lessee.

e) If the statement shows that the actual amount Lessee owes is more than the estimated expenses paid by Lessee during the Adjustment Period, Lessee shall pay the difference (underpayment.)

f) If the statement shows that the actual amount Lessee owes for the Adjustment Period is less than the estimated expenses paid by Lessee during the Adjustment Period, Lessor shall issue a credit to Lessee against any current or future amounts due from Lessee to Lessor (overpayment.)

g) In the event that the contracted janitorial services for the Premises increase in any one year more than 4%, Lessee shall require Lessor to obtain three proposals for these services from which the Lessee shall have the right to choose.

27. **FF&E.** (**NOTE:** *This section inserted if applicable.*) Lessor shall provide, pursuant to the terms of this paragraph, and the Premises shall include, office furniture, furnishings, and equipment if requested in writing by Lessee. Upon agreement by Lessor and Lessee of the price and the items to be purchased by Lessor and installed in the Premises (the "FF&E"), each party shall sign such list/proposal and affix the same to this Lease as Schedule IV, and such Schedule shall become a part of this Lease. The actual cost incurred by Lessor to acquire, install and provide the FF&E for Lessee's use during the Lease term (including any sales tax paid by Lessor therefore) is hereinafter referred to as the "FF&E Cost." Such FF&E Cost shall be repaid to Lessor by Lessee as provided below.

Lessee shall be responsible for the maintenance, repair and replacement of all such items of FF&E so that upon the termination of the Lease term, the same quantity and type of all such items are returned to Lessor in good condition and repair subject to reasonable wear and tear. Lessee shall not remove the FF&E from the Premises. Lessee shall use the FF&E only in the normal course of its business and only for the purposes for which the FF&E was designed. Lessee shall not use, operate maintain or store the FF&E improperly, carelessly or in violation of this Lease or any applicable ordinances, laws or regulations whatsoever, or of any instruction furnished

by the manufacturer of the property or by Lessor. Lessee will not cause any liens or encumbrances to attach to the FF&E. Lessee shall pay all personal property taxes, if any, assessed against Lessor on the FF&E within thirty (30) days after the receipt of a copy of the personal property tax bill.

Lessee shall pay Lessor additional rent for the FF&E as follows: Beginning on the Commencement Date and continuing on the first day of each calendar month thereafter for the next 119 months, Lessee shall pay to Lessor as additional rent an amount obtained by amortizing the FF&E Cost in equal monthly installments over the initial 120 months of the Lease term together with interest thereon computed at the rate of \_\_\_\_\_ percent (\_\_\_\_%) per annum.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date first above written.

LESSOR:

In presence of:

By:

\_\_\_\_\_

Dated:

Taxpayer Number

:

LESSEE:  
State of Wisconsin

"The undersigned certifies that this request for Governor's approval meets all applicable state and federal statutes, rules, regulations and guidelines. This certification is based upon a thorough and complete analysis of this request."

By: \_\_\_\_\_

By: \_\_\_\_\_

MICHAEL L. MORGAN  
SECRETARY  
DEPARTMENT OF ADMINISTRATION

JIM DOYLE  
GOVERNOR  
STATE OF WISCONSIN

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

File No. 435-228

## SCHEDULE I

The Lessor shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards
2. Except as specified for the Technical Operations Center and Studios under "HVAC Requirements" section, the environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 70 hours per week as follows:

Summer	Winter
74 Degrees (+/- 2 <sup>o</sup> )	68 Degrees (+/- 2 <sup>o</sup> )
50% Humidity Level (+/- 10%)	25% Humidity (+/-5%)

The temperature range during unoccupied times may be varied by up to +/- 10<sup>o</sup> of the above temperatures. (Generally 7 p.m. to 5 a.m. but there will be some exceptions to these times)

3. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes Comm 63 and 64, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where Comm 64 and ASHRAE 62.1-2004 conflict, apply Comm 64 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code Comm 64 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:

Seasonal set points shall be as follows:

Summer: 74 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)

Winter: 68 Degrees (+/- 2 degrees) and humidity level of 25% (+/- 5%)

- c. Provide a fully ducted, non- plenum HVAC system with adequate zoning.
- d. New sheet metal duct installation may not have interior fiberglass lining unless such lining is sealed.
- e. All new exterior walls and ceilings must meet minimum insulation code requirements.
- f. Provide perimeter heating for exterior walls if required.
- g. Provide space heating for airlocks and lobbies, if necessary.
- h. All air-handling equipment filters are changed quarterly.
- i. Provide automatic temperature adjustment capability for unoccupied modes. Tenant must be able to override program for occasional special events.

- i. Provide accessible controls to heating/cooling units from inside the building.
  - k. Provide separate venting/fans for restrooms.
  - l. Provide adequate ventilation and air movement or a stand alone ventilation and cooling unit, if required, for the data room.
  - m. Provide adequate supply/return ducts for each space.
  - n. Provide and install locking thermostat covers.
  - o. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
  - p. Thermostat locations in open office area to be 70" AFF.
  - q. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
  - r. The use of non-tenant adjustable thermostats is preferred if system allows.
4. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations. Refer to Fire Suppression section of Construction Requirements for related information on extinguisher types required.
  5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
  6. Provide (3) master keys for demised area.
  7. Water and sewer, heat and air conditioning costs.
  8. Provide electricity for lights and other electrical equipment necessary for operation of the office.
  9. Furnish, install and maintain light bulbs, fluorescent tubes, starters, ballasts or transformers.
  10. All demised and Common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters Comm 32, 61 - 65, and the Federal ADA Regulation. All elevators shall meet the Wisconsin Administrative Codes, Comm 18 and Comm 62 and the Federal ADA Requirements.
  11. Furnish building occupancy or use permit if required.
  12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
  13. JANITORIAL SERVICES Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines,

newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

**The State of Wisconsin supports the use of sustainable cleaning products and materials based upon national standards such as Leadership in Energy and Environmental Design (LEED), Green Globe 21, Green Seal, etc.**

[www.usgbc.org/DisplayPage.aspx?CategoryID=19](http://www.usgbc.org/DisplayPage.aspx?CategoryID=19)

<http://www.greenglobe21.com/>

[www.greenseal.org/standards.htm](http://www.greenseal.org/standards.htm)

General purpose, bathroom, and glass cleaners that meet Green Seal GS-37 Certification are preferred for use on this contract. Use of products claiming equivalence but not Green Seal Certified may be used with documentation of other independent third party verification to show compliance with Green Seal Standards.

All other cleaning products with low Volatile Organic Compound (VOC) levels are preferred for use on this contract. Reference the California Code of Regulations maximum allowable limits. MSDS with VOC levels listed or other documentation should be provided. [www.arb.ca.gov/consprod/regs/cp.pdf](http://www.arb.ca.gov/consprod/regs/cp.pdf)

**Disposable janitorial paper products and trash bags that meet the minimum requirements of U.S. EPA's Comprehensive Procurement Guidelines are preferred on this contract. [www.epa.gov/cpg/](http://www.epa.gov/cpg/)**

The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

#### AREA AND FREQUENCY INDICATION:

##### DAILY

**Note:** in addition to the daily cleaning schedule noted below, tenant will also require a "day-porter" Monday through Friday during operating hours.

- a. All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc.) - Clean glass in doors and metal framework; Empty/clean ashtrays, waste containers and replace can liners; Sweep, mop and polish floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.
- b. Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- c. Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains.

##### ONCE-WEEKLY

- a. Restrooms - Acid clean inside toilet bowls and urinals; and damp wipe wall, Vacuum upholstered furniture; and edge-vacuum carpet.
- b. Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork. Polish floor.
- c. Offices - Vacuum upholstered furniture; and edge-vacuum carpet.

#### SEMI-ANNUAL

- a. Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
  - b. Cork Areas: As recommended by manufacturer
  - c. Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
  - d. Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
  - e. Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
  - f. Light Fixtures - Clean fixtures and diffusers
  - g. Air Vents - Clean supply air diffusers and return air grilles.
14. Provide signage, including building directory listing, suite identification, and any other signage consistent with others in the Building.
15. Assure availability of a minimum of 300 long-term parking spaces (ideal is 400) convenient to the public entrance.
16. Provide snow and ice control and removal: Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 4:30 am each working day and 9:00 am on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits). In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.

If the Lessor fails to comply with the requirements of this section, the Lessee may notify the Lessor of failure through fax or letter. If on a subsequent event, the Lessor again fails to comply with the terms of this section, the Lessee may, at the expense of the Lessor, remove the offending ice or snow from affected areas. Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

17. Lessor will at Lessor's sole cost, repair the carpeting as needed and shall provide an initial attic stock of 4%.
18. In the event the Lessor does not furnish the aforementioned services and items or the demised Premises is untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.



## Staffing by Unit

5/28/2009 7:45:32 AM

Working Title	Class.	Private Office	Systems Furn.	S.F.	Staff Count		FTE		Square Footage	
					Exist	Fut.	Exist	Fut.	Exist	Future
<b>Admin</b> HCAA / Milwaukee Income Maintenance / Administration										
Chief Executive Officer		Yes	No	192	1	1	1	1	192.00	192.00
Chief Operations Officer		Yes	No	144	1	1	1	1	144.00	144.00
Administrative Support		No	Yes	64	2	2	2	2	128.00	128.00
<b>Unit Sub-total:</b>					<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>464.00</b>	<b>464.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>649.60</b>	<b>649.60</b>
<b>CC</b> HCAA / MIM / Change Center										
Section Manager (st)		Yes	No	120	1	1	1	1	120.00	120.00
HCAA Supervisor (st)		No	Yes	96	4	4	4	4	384.00	384.00
ESS		No	Yes	64	47	47	47	47	3,008.00	3,008.00
QA Tech		No	Yes	64	4	4	4	4	256.00	256.00
<b>Unit Sub-total:</b>					<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>3,768.00</b>	<b>3,768.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>5,275.20</b>	<b>5,275.20</b>
<b>DCF</b> Department of Children & Families / /										
DCF Manager (st)		Yes	No	120	1	1	1	1	120.00	120.00
DCF Supervisor (st)		No	Yes	96	4	4	4	4	384.00	384.00
Hotelling space		No	Yes	96	1	1	1	1	96.00	96.00
Certifications (st)		No	Yes	64	25	25	25	25	1,600.00	1,600.00
Child Care Program Integrity (st)		No	Yes	64	6	6	6	6	384.00	384.00
Working with Child Care Providers (st)		No	Yes	64	12	12	12	12	768.00	768.00
<b>Unit Sub-total:</b>					<b>49</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>3,352.00</b>	<b>3,352.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>4,692.80</b>	<b>4,692.80</b>
<b>MS</b> HCAA / Milwaukee Income Maintenance / Management Services										
Section Manager MS (st)		Yes	No	120	1	1	1	1	120.00	120.00
HCAA Supervisor (st)		No	Yes	96	2	2	2	2	192.00	192.00
Admin Support		No	Yes	64	30	30	30	30	1,920.00	1,920.00
Admin Support (Clerical Area)		No	Yes	64	7	7	7	7	448.00	448.00
Admin Support (Client Mail/EBT)		No	Yes	64	2	2	2	2	128.00	128.00
Admin Support (st)		No	Yes	64	2	2	2	2	128.00	128.00
Financial Specialist (st)		No	Yes	64	1	1	1	1	64.00	64.00
Fiscal Asst		No	Yes	64	6	6	6	6	384.00	384.00
Human Resources (st)		No	Yes	64	1	1	1	1	64.00	64.00
IT Support (st)		No	Yes	64	1	1	1	1	64.00	64.00
QA Tech (st)		No	Yes	64	6	6	6	6	384.00	384.00
QA Tech Station in W2 Agencies		No	Yes	64	10	10	10	10	640.00	640.00
<b>Unit Sub-total:</b>					<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>4,536.00</b>	<b>4,536.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>6,350.40</b>	<b>6,350.40</b>
<b>PRT</b> HCAA / MIM / Problem Resolution Team										
HCAA Supervisor (st)		No	Yes	96	1	1	1	1	96.00	96.00
ESQA (st)		No	Yes	64	1	1	1	1	64.00	64.00

Working Title	Class.	Private Office	Systems Furn.	S.F.	Staff Count		FTE		Square Footage	
					Exist	Fut.	Exist	Fut.	Exist	Future
HSPC-Senior (st)		No	Yes	64	21	21	21	21	1,344.00	1,344.00
Trainer (st)		No	Yes	64	1	1	1	1	64.00	64.00
<b>Unit Sub-total:</b>					<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>1,568.00</b>	<b>1,568.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>2,195.20</b>	<b>2,195.20</b>
<b>SM1</b>	HCAA / Milwaukee Income Maintenance / Ongoing #1									
Section Manager (st)		Yes	No	120	1	1	1	1	120.00	120.00
HCAA Supervisor (st)		No	Yes	96	6	6	6	6	576.00	576.00
ESS		No	Yes	64	84	84	84	84	5,376.00	5,376.00
QA Tech		No	Yes	64	6	6	6	6	384.00	384.00
<b>Unit Sub-total:</b>					<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>6,456.00</b>	<b>6,456.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>9,038.40</b>	<b>9,038.40</b>
<b>SM2</b>	HCAA / Milwaukee Income Maintenance / Ongoing #2									
Section Manager (st)		Yes	No	120	1	1	1	1	120.00	120.00
HCAA Supervisor (st)		No	Yes	96	6	6	6	6	576.00	576.00
ESS		No	Yes	64	78	78	78	78	4,992.00	4,992.00
QA Tech		No	Yes	64	6	6	6	6	384.00	384.00
<b>Unit Sub-total:</b>					<b>91</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>6,072.00</b>	<b>6,072.00</b>
<b>Unit Sub-total with 40% Circulation:</b>									<b>8,500.80</b>	<b>8,500.80</b>
<b>Grand Total:</b>					<b>390</b>	<b>390</b>	<b>390</b>	<b>390</b>	<b>26,216.00</b>	<b>26,216.00</b>
<b>Grand Total with 40% Circulation:</b>									<b>36,702.40</b>	<b>36,702.40</b>

## Miscellaneous Use Space by Unit

5/28/2009 7:45:52 AM

Description	Square Footage	Existing Qty	Future Qty	Square Exist	Footage Future	Notes
<b>MIM</b>	HCAA / Milwaukee Income Maintenance /					
Confidential Shreading Bins	4	8	8	32.00	32.00	Bin for documents to be shreaded
Printer area	10	30	30	300.00	300.00	
Copier (small)	18	6	6	108.00	108.00	Not in copier rooms - likely also printers
Coat rack (large for 12)	6	40	40	240.00	240.00	
				<b>Unit Sub-total:</b>	<b>680.00</b>	<b>680.00</b>
				<b>Unit Sub-total with 40% Circulation:</b>	<b>952.00</b>	<b>952.00</b>
				<b>Grand Total:</b>	<b>680.00</b>	<b>680.00</b>
				<b>Grand Total with 40% Circulation:</b>	<b>952.00</b>	<b>952.00</b>

## Special Use Space by Unit

5/28/2009 7:46:15 AM

Description	Visitors	Staff	Hours / Day	Days / Week	Weeks / Month	Square Footage	
						Exist	Future
<b>Admin</b> HCAA / Milwaukee Income Maintenance / Administration							
Closet	0	0	0	0	0	30.00	30.00
Conference Room (Board Room)	20	30	0	0	0	1,000.00	1,000.00
Storage	0	0	0	0	0	120.00	120.00
<b>Unit Sub-total:</b>						<b>1,150.00</b>	<b>1,150.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>1,610.00</b>	<b>1,610.00</b>
<b>Child</b> / / Child Drop Off Center							
Drop Off Child Care (Contract)	50	10	0	0	0	2,000.00	2,000.00
<b>Unit Sub-total:</b>						<b>2,000.00</b>	<b>2,000.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>2,800.00</b>	<b>2,800.00</b>
<b>DCF</b> Department of Children & Families / /							
Closet	0	0	0	0	0	30.00	30.00
Conference Room	0	0	0	0	0	120.00	120.00
Conference Room - medium	0	0	0	0	0	250.00	250.00
File Room	0	0	0	0	0	150.00	150.00
<b>Unit Sub-total:</b>						<b>550.00</b>	<b>550.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>770.00</b>	<b>770.00</b>
<b>Food</b> / / Food Pantry							
Backhouse Operations	0	0	0	0	0	1,500.00	1,800.00
Intake Area	50	0	0	0	0	500.00	500.00
Office Space	0	0	0	0	0	500.00	500.00
<b>Unit Sub-total:</b>						<b>2,500.00</b>	<b>2,800.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>3,500.00</b>	<b>3,920.00</b>
<b>Hearing</b> HCAA / Milwaukee Income Maintenance / Fair Hearing Offices							
Closet	0	0	0	0	0	30.00	30.00
Fair Hearing Room #1	0	0	0	0	0	150.00	150.00
Fair Hearing Room #2	0	0	0	0	0	150.00	150.00
Fair Hearing Room #3	0	0	0	0	0	150.00	150.00
Fair Hearing Room #4	0	0	0	0	0	150.00	150.00
Fair Hearing Room #5	0	0	0	0	0	200.00	200.00
Fair Hearing Room #6	0	0	0	0	0	200.00	200.00
<b>Unit Sub-total:</b>						<b>1,030.00</b>	<b>1,030.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>1,442.00</b>	<b>1,442.00</b>
<b>MIM</b> HCAA / Milwaukee Income Maintenance /							
Conference Room - Large	0	0	0	0	0	1,000.00	1,000.00
Conference Room - Medium	0	0	0	0	0	300.00	300.00
Copier / Supply Room	0	0	0	0	0	120.00	120.00
Copier / Supply Room	0	0	0	0	0	120.00	120.00
Data/Telecom Room	0	0	0	0	0	120.00	120.00

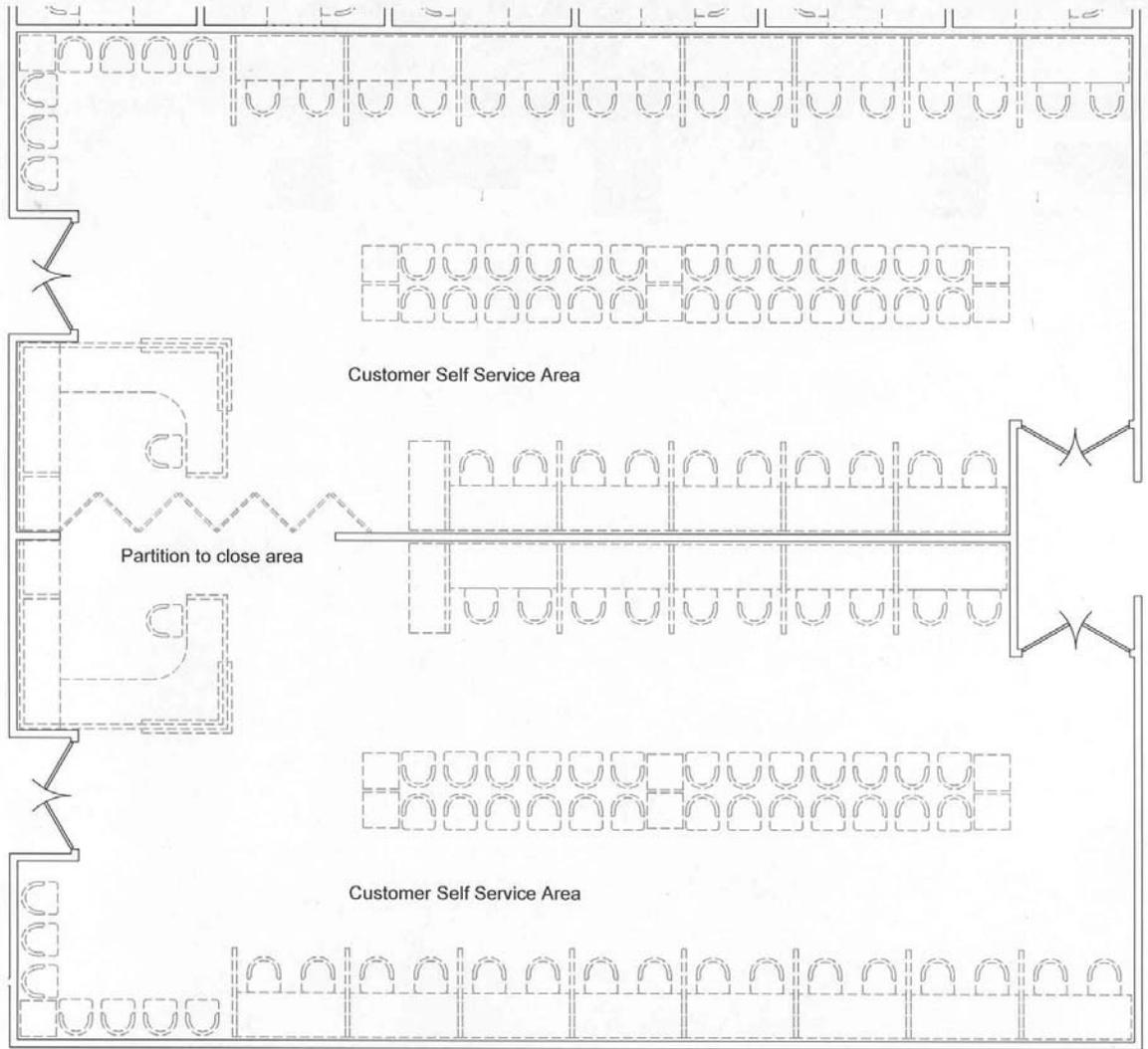
Description	Visitors	Staff	Hours / Day	Days / Week	Weeks / Month	Square Footage	
						Exist	Future
Janitor Closet & Supplies	0	0	0	0	0	80.00	80.00
Kitchenette #1	0	0	0	0	0	96.00	96.00
Kitchenette #2	0	0	0	0	0	96.00	96.00
Kitchenette #3	0	0	0	0	0	96.00	96.00
Loading Dock	0	0	0	0	0	400.00	400.00
Mail Room	0	0	0	0	0	300.00	300.00
Rest Room (staff)	0	400	0	0	0	1,100.00	1,100.00
Staff break Room	0	46	0	0	0	1,000.00	1,000.00
Storage	0	0	0	0	0	200.00	200.00
<b>Unit Sub-total:</b>						<b>5,028.00</b>	<b>5,028.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>7,039.20</b>	<b>7,039.20</b>
<b>MIM-Public</b>	<b>HCAA / Milwaukee Income Maintenance / Public Areas</b>						
Janitor Closet & Supplies	0	0	0	0	0	80.00	80.00
Public Break Area	0	0	0	0	0	2,650.00	2,650.00
Public Vending Area	0	0	0	0	0	132.00	132.00
Rest Room - Men (public)	0	0	0	0	0	250.00	250.00
Rest Room - Unisex (public)	0	0	0	0	0	80.00	80.00
Rest Room - Women (public)	0	0	0	0	0	250.00	250.00
<b>Unit Sub-total:</b>						<b>3,442.00</b>	<b>3,442.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>4,818.80</b>	<b>4,818.80</b>
<b>MS</b>	<b>HCAA / Milwaukee Income Maintenance / Management Services</b>						
Client Mail/EBT Issuance Room	0	0	0	0	0	250.00	250.00
Conference Room	0	8	0	0	0	120.00	120.00
Conference Room (HR)	0	8	0	0	0	120.00	120.00
<b>Unit Sub-total:</b>						<b>490.00</b>	<b>490.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>686.00</b>	<b>686.00</b>
<b>PRT</b>	<b>HCAA / MIM / Problem Resolution Team</b>						
Closet	0	0	0	0	0	40.00	40.00
Conference Room	0	8	0	0	0	120.00	120.00
Storage	0	0	0	0	0	100.00	100.00
Training Room - Large	0	34	0	0	0	1,000.00	1,000.00
Training Room - Small	0	10	0	0	0	200.00	200.00
<b>Unit Sub-total:</b>						<b>1,460.00</b>	<b>1,460.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>2,044.00</b>	<b>2,044.00</b>
<b>Reception</b>	<b>HCAA / Milwaukee Income Maintenance / Reception Area</b>						
Customer Self Service (12wks)	0	0	0	0	0	1,750.00	1,750.00
Customer Self Service (12wks)	0	0	0	0	0	1,750.00	1,750.00
Reception Area	0	0	0	0	0	3,000.00	3,000.00
<b>Unit Sub-total:</b>						<b>6,500.00</b>	<b>6,500.00</b>
<b>Unit Sub-total with 40% Circulation:</b>						<b>9,100.00</b>	<b>9,100.00</b>

Description	Visitors	Staff	Hours / Day	Days / Week	Weeks / Month	Square Footage			
						Exist	Future		
<b>SM1</b>	HCAA / Milwaukee Income Maintenance / Ongoing #1								
Conference Room	0	8	0	0	0	120.00	120.00		
Conference Room	0	8	0	0	0	120.00	120.00		
						<b>Unit Sub-total:</b>	<b>240.00</b>	<b>240.00</b>	
						<b>Unit Sub-total with 40% Circulation:</b>	<b>336.00</b>	<b>336.00</b>	
<b>SM2</b>	HCAA / Milwaukee Income Maintenance / Ongoing #2								
Conference Room	0	8	0	0	0	120.00	120.00		
Conference Room	0	8	0	0	0	120.00	120.00		
						<b>Unit Sub-total:</b>	<b>240.00</b>	<b>240.00</b>	
						<b>Unit Sub-total with 40% Circulation:</b>	<b>336.00</b>	<b>336.00</b>	
<b>SM-Rec</b>	HCAA / Milwaukee Income Maintenance / Reception Area								
Interview Room	0	0	0	0	0	100.00	100.00		
Interview Room	0	0	0	0	0	100.00	100.00		
Interview Room	0	0	0	0	0	100.00	100.00		
Interview Room	0	0	0	0	0	100.00	100.00		
						<b>Unit Sub-total:</b>	<b>400.00</b>	<b>400.00</b>	
						<b>Unit Sub-total with 40% Circulation:</b>	<b>560.00</b>	<b>560.00</b>	
						<b>Grand Total:</b>	<b>25,030.00</b>	<b>25,330.00</b>	
						<b>Grand Total with 40% Circulation:</b>	<b>35,042.00</b>	<b>35,462.00</b>	

## Total Space Request

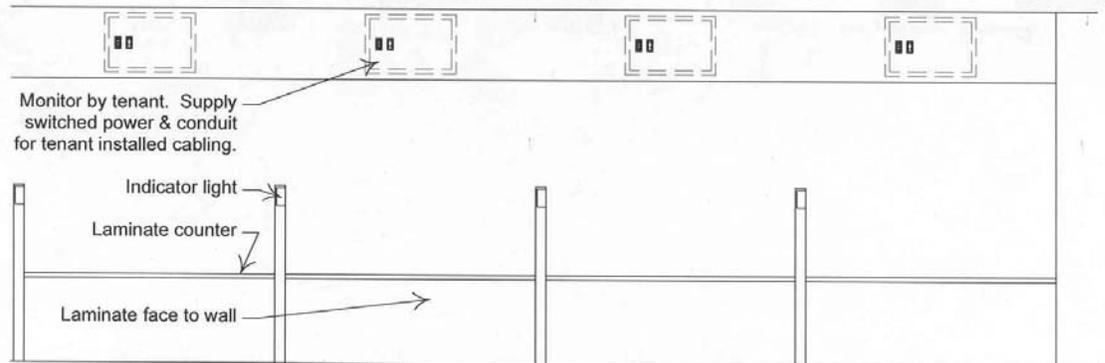
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	Square Footage	
	Exist	Future
Staff in Private Office:	936.00	936.00
Staff in Open Office:	0.00	0.00
Staff in Systems Furniture:	25,280.00	25,280.00
<b>Staff Total:</b>	<b>26,216.00</b>	<b>26,216.00</b>
<b>Miscellaneous Use Total:</b>	<b>680.00</b>	<b>680.00</b>
<b>Special Use Total:</b>	<b>25,030.00</b>	<b>25,330.00</b>
<b>Staff / Misc./ Special Sub-Total:</b>	<b>51,926.00</b>	<b>52,226.00</b>
<b>40% Circulation:</b>	<b>20,770.40</b>	<b>20,890.40</b>
<b>Grand Total:</b>	<b>72,696.40</b>	<b>73,116.40</b>

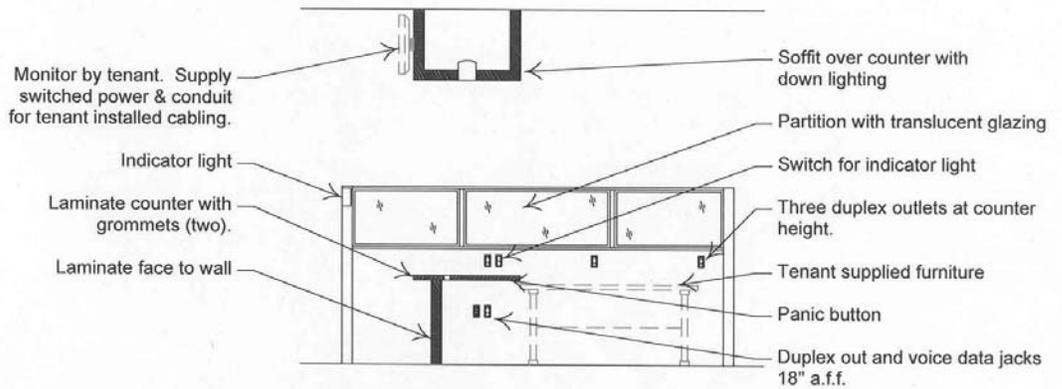


1 Customer Self Service Area - Example  
 1/8" = 1'-0"

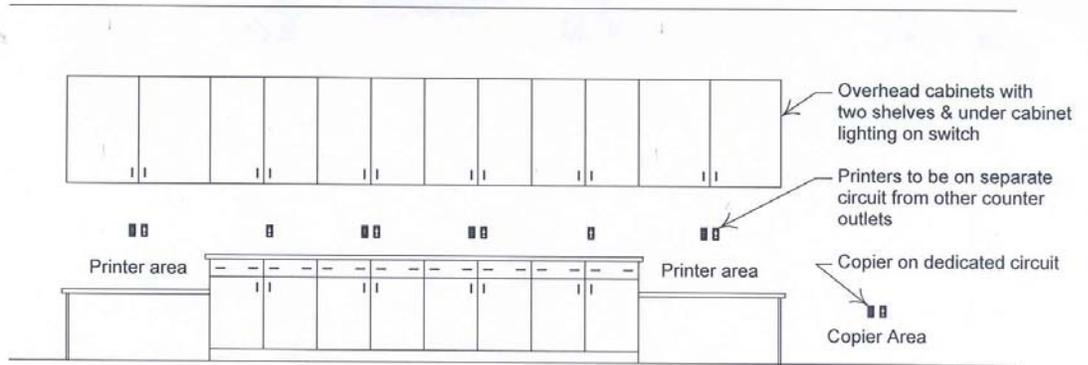
E-1



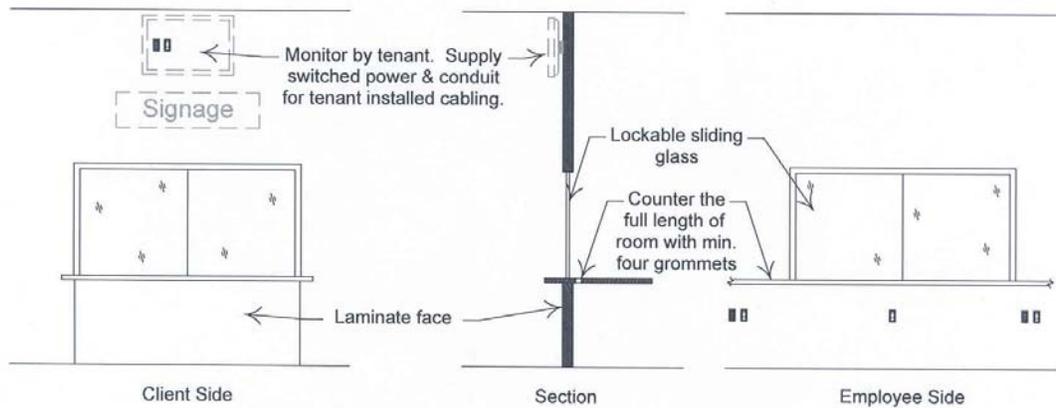
**2** Clerical Area Counters Example  
 1/4" = 1'-0"



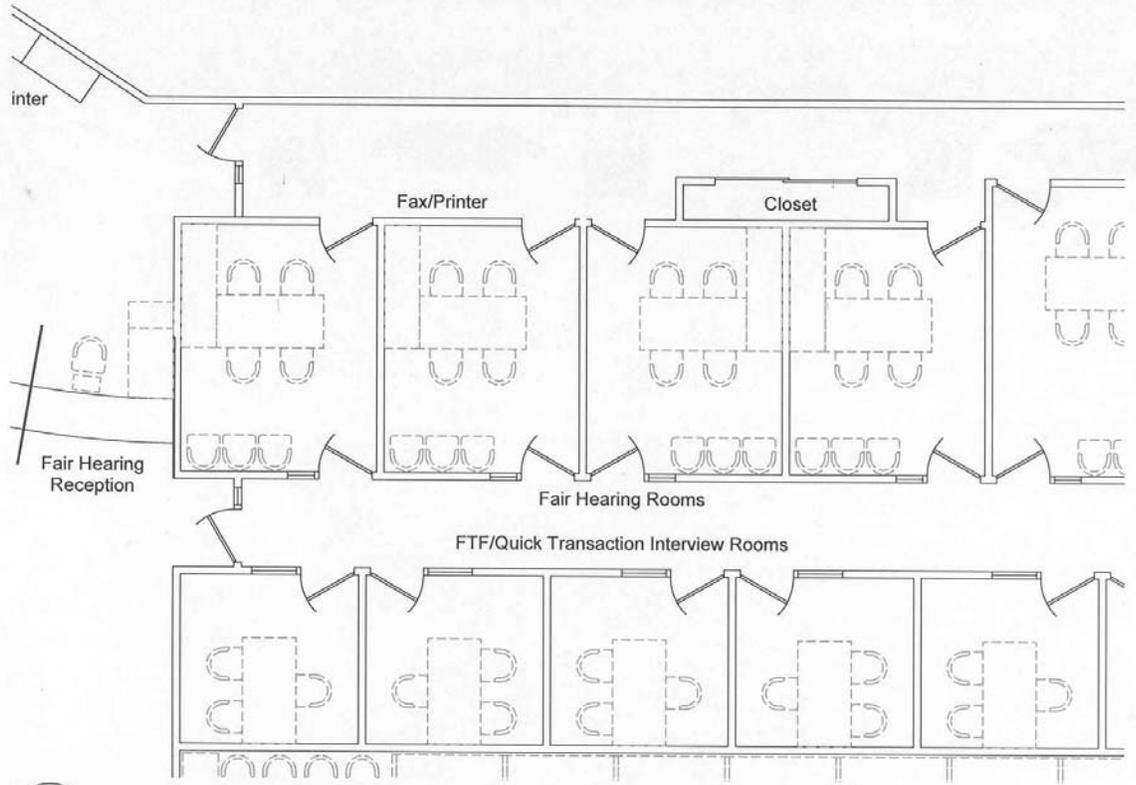
**3** Clerical Area Counter Example - Section  
 1/4" = 1'-0"



**4** Clerical Area Back Counter Example  
 1/4" = 1'-0"

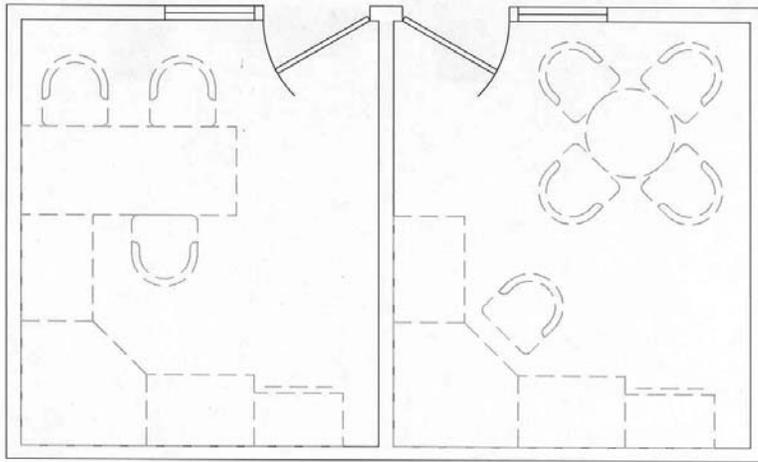


**5** Client Mail/EBT Issuance Example  
 1/4" = 1'-0"

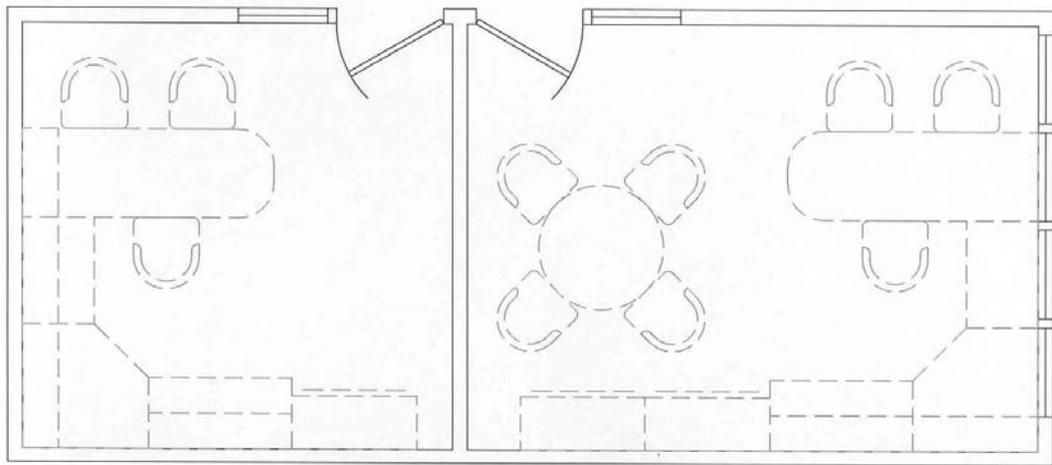


6 Fair Hearing & Interview Rooms - Example  
 1/8" = 1'-0"

E.A



**7** 120 SF Office Examples  
 1/4" = 1'-0"

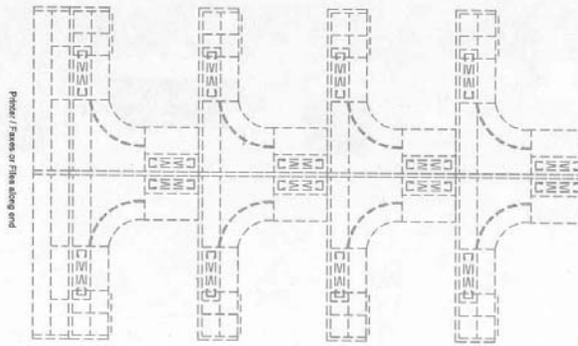


Example Chief Operations Officer

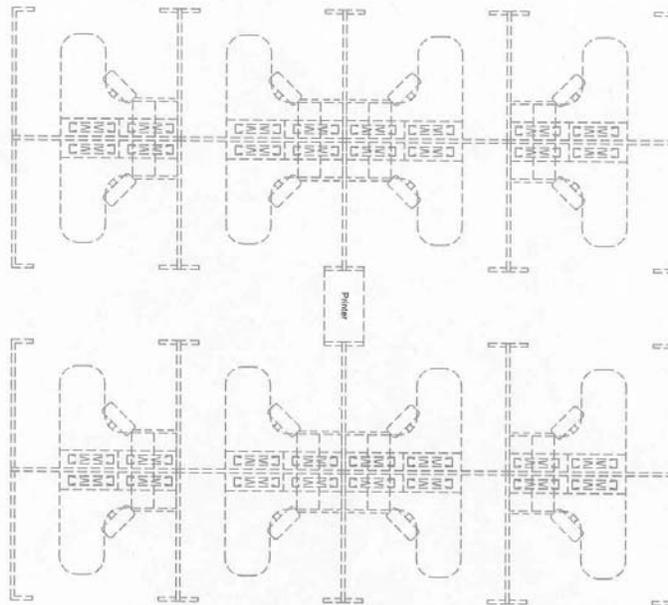
Example Chief Executive Officer

**8** COO & CEO Office Examples  
 1/4" = 1'-0"

F-5

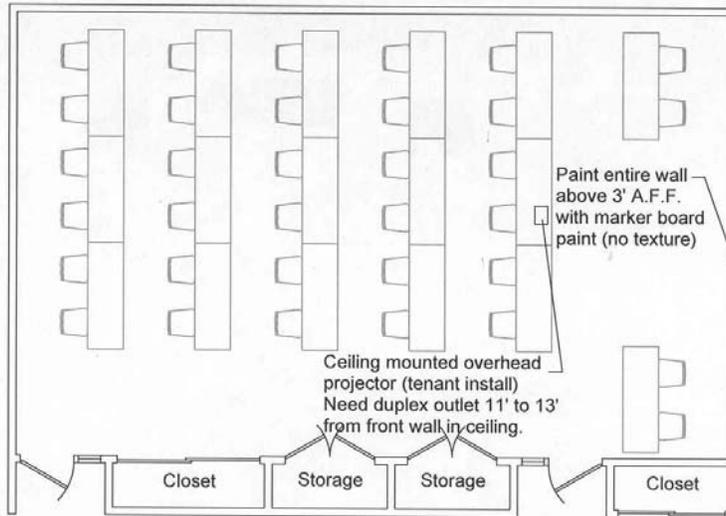


9 Example - Typical 7'x9' Cubicle  
 1/8" = 1'-0"

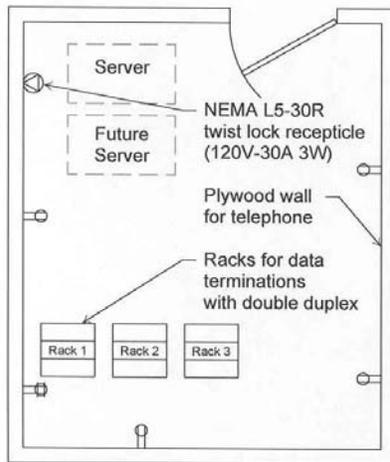


10 Example - Typical 7'x9' Cubicle for Client Meetings  
 1/8" = 1'-0"

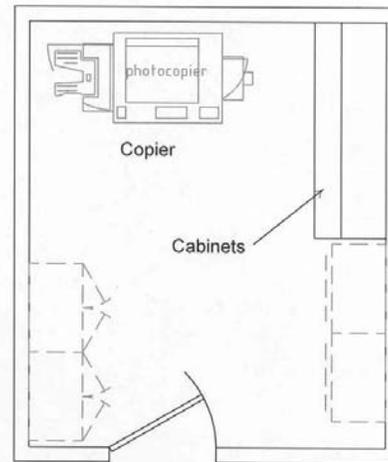
E-6



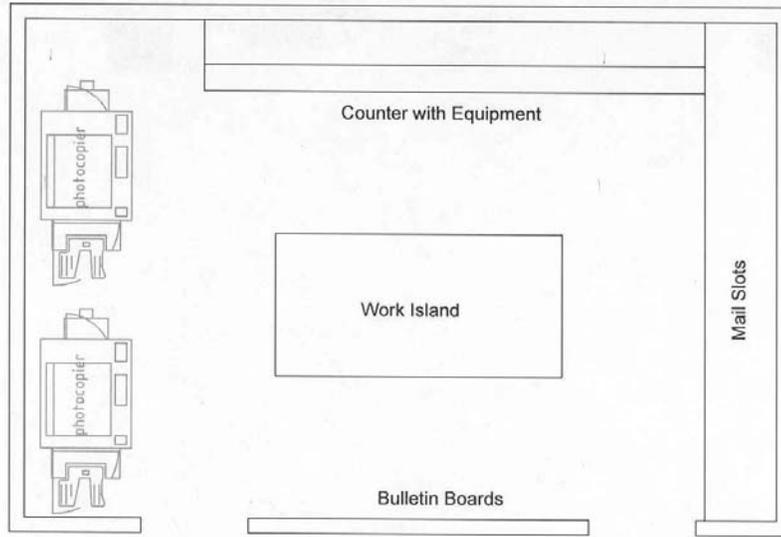
**11** Training Room Large - Example  
 1/8" = 1'-0"



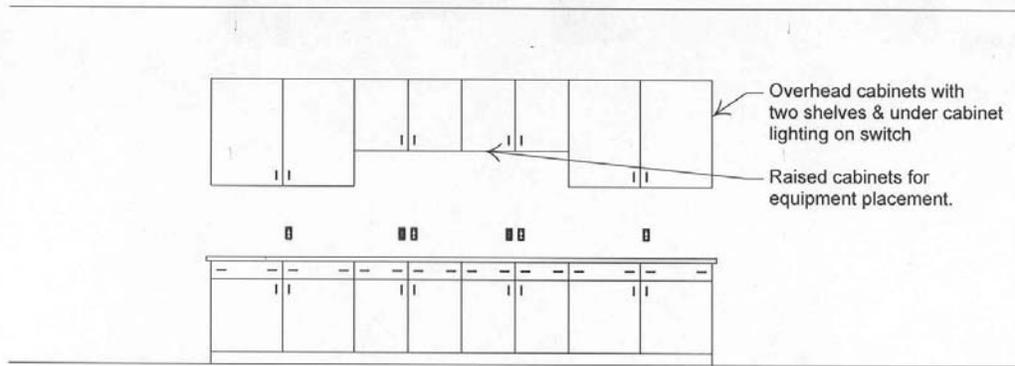
**12** Data/Telcom Room - Example  
 1/4" = 1'-0"



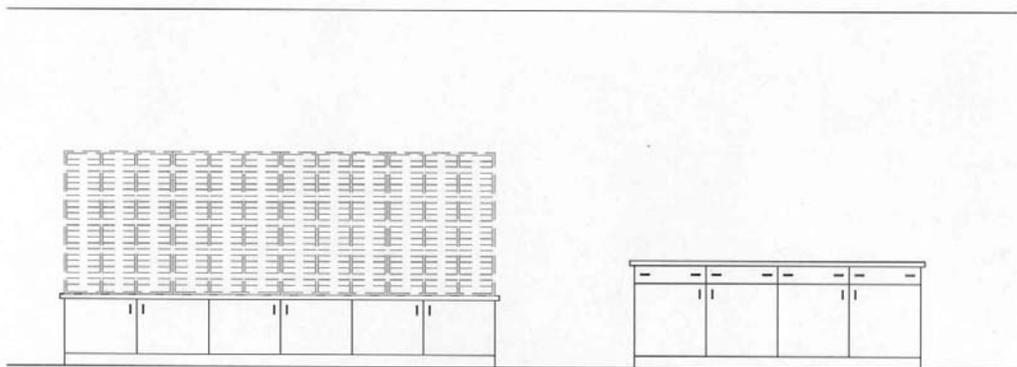
**13** Copier/Supply Room - Example  
 1/4" = 1'-0"



14 Mailroom Example  
1/4" = 1'-0"



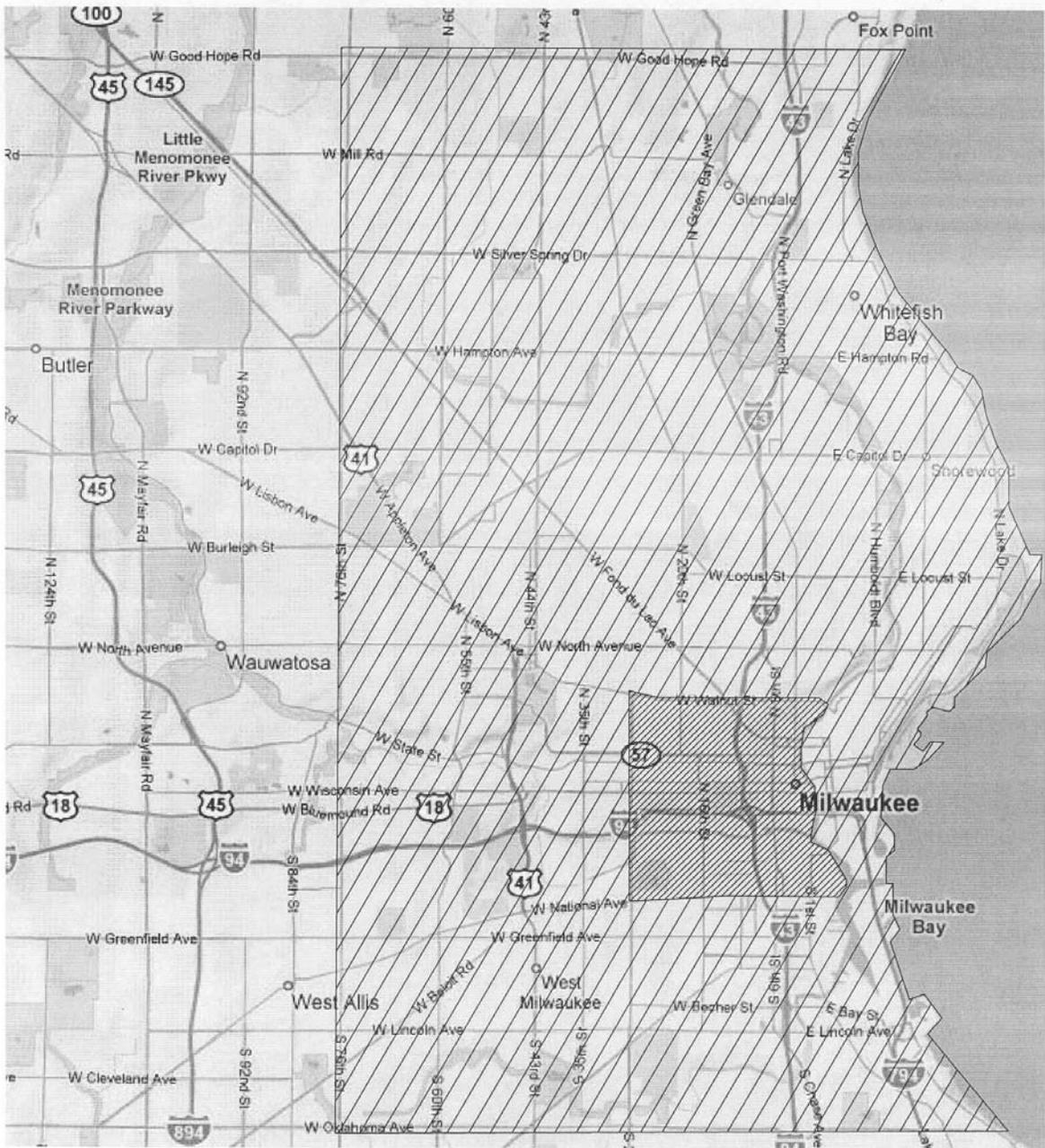
15 Mail Room Counter Example  
 1/4" = 1'-0"



16 Mail Slot Cabinet - Example  
 1/4" = 1'-0"

17 Island Cabinet - Example  
 1/4" = 1'-0"

E.O.



Geographic Area showing ideal area

