

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS
AND
PROPOSAL FORM

for the

Department of Higher Education and Workforce Development,
Division of Economic Development
Butler County
Poplar Bluff, Missouri

RFP No. 01211777

This document constitutes a Request for Proposal (RFP),
including prices, from qualified individuals and organizations
to furnish 5,300 – 5,625 net rentable square feet of leased office space
within the following boundaries:

The City Limits of Poplar Bluff, Missouri

All questions regarding this Request for Proposal must be directed to:
Matt Peters, Office Space Planner
Division of Facilities Management, Design and Construction, Real Estate Services Section
Telephone # (573) 526-6773
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on Friday, March 26, 2021.

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BID PACKAGE FOR THE STATE OF MISSOURI

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ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Should be located within the city limits of Poplar Bluff
-
2. Square Footage Required: 5,300 – 5,625
3. Bid Opening Date: March 26, 2021
4. Bid Surety Amount: \$ N/A Effective Date: N/A to N/A
5. Performance Surety Amount: \$ 5,395
6. Target Date for Completion: June 30, 2021 Target Date for Occupancy: July 1, 2021
7. Term of Lease: One-year, with 4 one-year renewals at the option of the State of Missouri
8. Number of Employees: 15
9. Total Number of Parking Spaces: 30 Number of Accessible Spaces: 2
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male Female Unisex 1
12. Number of Hi/Lo Water Coolers: 1
13. Number of Workstations: 15
14. AMP/BTU Data Requirements:
- | <u>SPACE</u> | <u>EQUIPMENT TYPE</u> | <u>NUMBER</u> | <u>AMPS</u> | <u>BTUs/HR</u> | <u>TOTAL AMPS</u> | <u>TOTAL BTUs/HR</u> |
|--------------|-----------------------|---------------|-------------|----------------|-------------------|----------------------|
| Data/Telecom | Controller/Modem | 1 | 3. | 1,228 | 3 | 1,228 |
| Office | Terminals/Printer | 12 | 3 | 1,228 | 36 | 14,736 |
15. Growth will be built out as N/A.
16. The Tenant agency will install systems furniture.
17. Description of Program's use of Space: Hours 8:00 a.m. to 5:00 p.m.
 Number of Clients 129 per week Peak Periods of Traffic 8:00 a.m. to 5:00 p.m.
 Brief Description The Job Center assists individuals with career exploration, preparation for employment, and obtaining and maintaining employment, as well as exploring and funding training. It also assists employers with recruiting, training, and retaining employees.

ATTACHMENT B

Poplar Bluff		State of Missouri		
DHEWD/OWD - Missouri Job Center Facility		Office of Administration Division of Facilities Management, Design and Construction		
Date:	Revised 1/6/2021	301 West High Street, Room 730 Jefferson City, MO 65102		
Project Name:	Space Analysis			
Current Lease No.				
County : Coordinator	Butler - Wilde			
	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
OWD Staff				
Generalist	4	64	256	Open
Manager	2	120	240	Private
Partner Staff				
Staff	5	64	320	Open
Manager	1	120	120	Open
			-	Open
DSS - Staff Total	12		936	
Job Center Support Areas				
Testing Room	2	300	600	Private
Small Conference Room	1	1,500	1,500	Private
Break Room	1	200	200	Private
Customer Computer Area (6 workstations)	1	220	220	Open
Interview Room	2	150	300	Open
Customer Waiting Area	1	250	250	Open
Reception Area	1	120	120	Open
Support Space Subtotal:			3,190	
Staff & Support SF Total	12		4,126	
Departmental Circulation Factor:	20%		825	
Projected Total S.F. w/ Circulation:			4,951	
Building Core Space				
Employee Restroom - Female	1			Private - 2 toilets, 1 sink

		150	150	
Employee Restroom - Male	1	60	60	Private - 1 toilet, 1 sink
Client Restroom	1	60	60	Private - 1 toilet, 1 sink
Data Room	1	50	50	Private
Janitor Closet	1	50	50	Private
Core Space Subtotal:			370	
Departmental Circulation Factor:	20%		74	
Total Core with Circulation			444	
Allocation of Staff & Support Space			Sq. Ft.	%
Total of ALL department Staff & SF	12		4,951	
Total Building Core w/ Circulation			444	
Total of ALL department SF			5,395	
Total of Staff, Support & Core Subtotals w/o Circulation:			4,496	
Departmental Circulation Factor:	20%		899	
Total S.F. w/ Circulation:			5,395	

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR OFFICE SPACE

DEPARTMENT OF ECONOMIC DEVELOPMENT

DIVISION OF WORKFORCE DEVELOPMENT

The following special requirements are in addition to the specifications listed in Attachment G, Specifications for Office Space. When a conflict occurs, the following specifications supersede the specifications listed in Attachment G.

C-1. ELECTRICAL: All conference rooms and offices must be furnished with one 120V duplex electrical outlet for every six lineal feet of wall space. (Ref. G-2.13)

C-2. LOCKS: Lock sets must be furnished for the manager's office, storage room, utility closet, multipurpose room, data/telecommunications room, testing room, and Interview room, keyed different and master keyed. The front and rear doors should be alike, and master keyed to the interior doors. Two keys should be furnished for each door plus three master keys.

C-3. LAYOUT: The layout should be arranged with the Resource Area as the main focal point. The Resource Area and general office area will be open and carpeted. All rooms must be provided as specified on the attached Office and Support Space Form.

The Resource area should be open to the general office area. The main entrance into the building must be into the lobby. The Resource Area should be placed to have full view of people entering and exiting the building. The public restroom and water cooler(s) must be directly off the lobby area.

The multipurpose room and testing rooms are private enclosed areas. Entrance to these rooms should be directly off the Resource Area. A small storage area should be provided in these areas with either a cabinet or small closet. All other areas of the building (staff restrooms, staff entrance, staff lounge, storage room, data/telecommunications room, utility closet and manager's office) are unassociated with the lobby area. The staff restrooms and lounge should be in close proximity to the staff entrance.

C-4. MANAGER'S OFFICE: The manager's office is a private office and directly off the general office area.

C-4.1 The office should contain a window in the wall, viewing into the general office area. The window should be a minimum of 12 square feet with mini-blinds.

C-5. STORAGE ROOM: The storage room and utility room must be two separate areas. The utility room must have a mop sink with hot and cold water access and be used for storage of janitorial supplies and equipment. The utility room may be placed in any area available off the general office or hallways. The storage room should be off the general office area.

C-5.1 The storage room should contain a minimum of 100 linear feet of adjustable shelving.

C-6. DATA ROOM: The data/telecommunications room should contain an entrance to the under floor duct system and will contain the telecommunications and computer transfer equipment.

C-7. DATA/TELECOMMUNICATIONS REQUIREMENTS (Ref. G-5)

C-7.1 Data/Telecommunications Room: The Lessor must provide a lockable data/telecommunications room to support specific equipment and wiring requirements. The equipment room should be centrally located and must not contain any water sources (e.g., hot water heaters, mop sinks, etc.). The equipment room must have a minimum of

one 4' X 8' X 3/4" sheet of plywood mounted horizontally on the wall to mount telecommunications equipment. (Ref. G-5.1)

C-7.2 Electrical: To accommodate data, the Lessor must provide one (1) dedicated, non-switched, grounded 110V AC circuit with one (1) duplex outlet placed not more than 32" apart. To accommodate telecommunications, the Lessor must provide one (1) dedicated, non-switched, grounded 110V AC circuit(s) with one (1) duplex outlet placed not more than 32" apart.

C-7.3 Environmentals: The data/telecommunications equipment room must maintain an operating temperature range of 50° to a maximum of 80° Fahrenheit with a non-condensing, relative humidity of 20% to 80% maintained 24 hours a day.

C-7.4 If the total Btu/hours of the controller/modem/data is less than or equal to 9,000 Btu/hours, a properly ventilated data room with a minimum of a 400-cfm 120V exhaust fan, controlled by a line/voltage/thermostat, should keep the data room within the cooling limits specified above.

C-7.5 If the total Btu/hours of the controller/modem/data is greater than 9,000 Btu/hours, the HVAC system must be set up such that the data room is separately zoned and controlled to maintain the appropriate parameters as set forth above. (This may require a totally separate system or a portable unit.)

C-7.6 Amp/Btu Data/Telecommunications Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Controller/Modem	1	3	1,228	3	1,228
Telephone System	1	3	1,228	3	1,228

C-7.7 A cellular floor duct system should be installed which provides a two cell system with system branches spaced on 8' center with access on 2' centers, which serves the total facility with the exception of rooms designated as private and the lobby area. The system should be Walker Cellular or equivalent with recessed activation. A voice/data duplex box should be installed at each workstation.

In the event a cellular floor duct system is not required, an alternate system should be provided. Alternates include an open office with divider wall systems furniture as specified.

Telephone and data access should be provided to the following areas:

	<u>TELEPHONE</u>	<u>DATA</u>
Break Room - Lounge	1	1
Manager's Office	1	1
Interview Room	1	1
Multipurpose Room	1	1
Testing Room		

C-8. OFFICE SPACE REQUIREMENTS: Each worker area and office requires one data/telecommunications box with conduit and one circuit every two workstations.

C-9. ELECTRICAL POWER REQUIREMENTS

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>DESIGNATED ELECTRIC</u>	<u>MAXIMUM PER #20 AMP CIRCUIT</u>
Computers	12	20	1,228		4
Printers	1	15	1,228	_____	1
Copier	1	20	1,228		1

Shredder	1	15	1,228		1
Postage Equipment	<u>1</u>	<u>15</u>	<u>1,228</u>	<u> </u>	<u>1</u>
Fax					

Total Workstations = 16 (growth included)

Total Printers and Faxes = 2

Total 2" X 4" Data/Telecommunications Boxes = As Required

The designated electrical requirements are in addition to the electrical requirements set forth in G-2.13.3.

C-10. FLAG POLE: One flag pole should be furnished and installed. The pole should be located at the front of the building and equipped with halyard lines and cleats, for flying two 3' X 5' flags. The pole should be a minimum of 20' in height and should be equipped with its own spotlight for night flight of flags.

C-11. EMPLOYEE ENTRANCE: A lighted separate employee entrance should be located to the rear or side of the facility away from the public entrance. A covered entry (approximately 6' X 6') for the employee should be provided. A keyless lock (Simplex L1000 or equivalent) with panic hardware and lock guard and closer should be installed on the staff entrance, along with a viewing device.

RFP No. 01211777

ATTACHMENT D

PROPOSAL FORM

RFP No. 01211777

Department of Higher Education and Workforce Development,
Division of Economic Development
Butler County
Poplar Bluff, Missouri

Bid Opening Date: **March 26, 2021**

This Proposal Form must be completed, sealed and received by the Division of Facilities Management, Design and Construction no later than 1:30 p.m. on the specified date. All proposals must be submitted through the MissouriBUYs statewide eProcurement system. (<https://www.missouribuy.com/>) in accordance with the instructions for that system. The Division of Facilities Management, Design and Construction shall only accept proposals submitted through MissouriBUYs. Proposals received through any other means, including hard copies, shall not be considered and will be discarded unopened.

Submitted by: _____

Phone Number: () _____ Owner/Agent
Facsimile Number: () _____

Address: _____

D-1. The undersigned, having examined and being familiar with local conditions including applicable model building codes, ordinances, requirements, etc., affecting the premises and with all sections and attachments of this specification package issued by the Division of Facilities Management, Design and Construction, hereby certifies that, with the exception of any appended variances, the premises meets or will meet or exceed the above conditions and proposes to furnish the indicated premises for the firm, fixed price per year:

*** BIDDER SHOULD ENTER AN AMOUNT OR THE WORDS
"NO BID" IN ALL BLANK AREAS PROVIDED**

D-1.1 Base Bid Rental Rate (**Includes Rent Only - Mandatory Entry**):

Price Per Year* _____ Dollars
(\$ _____)

D-1.2 Additional Amount for Lessor Provided Utilities (**Optional Entry**):

Price Per Year* _____ Dollars
(\$ _____)

D-1.3 Additional Amount for Lessor Provided Janitorial Services (**Optional Entry**):

Price Per Year* _____ Dollars
(\$ _____)

D-1.4 Selection of D-1.2 _____ and/or D-1.3 _____ is:

- The sole option of the state.
- Required by Bidder as part of the proposal.

D-2. Minimum Net Rentable Square Footage Offered (**Mandatory Entry**): * _____

D-3. **Variance(s) Requested:** Check this box if this proposal is contingent upon any variances to provisions of the Specifications and/or Attachment(s). All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed Proposal Forms. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the state, insistence on full compliance with Specifications.

D-5. Specific Site Information: The Bidder should provide the proposed site address. (If the state has a choice of more than one site, please submit a separate proposal form for each site.)

Address of Proposed Property: _____

State Senate District: _____ State Representative District: _____

D-5.1 The proposed facility is:

- _____ (a) an existing structure with renovations
- _____ (b) an existing structure with no renovation
- _____ (c) an existing structure with an addition
- _____ (d) new construction

D-5.2 The proposed premises are currently:

- (a) owned by the Bidder
- (b) Bidder has a signed option to purchase contract
- (c) Bidder is acquiring an option to purchase contract
- (d) Bidder has a verbal agreement with the owner
- (e) Bidder has no ownership rights or obligations
- (f) Broker representing an individual

D-5.3 In order to comply with local zoning requirements, the proposed premises:

- (a) are zoned correctly
- (b) must be rezoned

D-5.4 The proposed facility would be designed for and occupied by:

- (a) only the agency(s) specified in this RFP
- (b) the agency(s) specified in this RFP and other state agencies
- (c) the agency(s) specified in this RFP and other non-state organization(s)

D-5.5 The proposed facility is:

- (a) a single level facility
- (b) a multi-level facility

D-5.6 The proposed premises are:

- (a) all in one contiguous space
- (b) located on more than one level
- (c) located on one level but different areas, not connected

D-5.7 The exterior of the proposed facility is:

- (a) brick
- (b) block
- (c) wood
- (d) metal
- (e) drivit
- (f) other

D-5.8 The proposed facility's roof is:

- (a) shingle
- (b) metal
- (c) membrane

D-5.9 The proposed facility's HVAC system is:

- (a) gas
- (b) electric

D-5.10 The proposed facility's parking lot is:

- (a) asphalt
- (b) concrete

D-5.11 The proposed facility has the following Internet/Broadband connections:

- (a) DSL
- (b) cable modem
- (c) other

D-5.12 The proposed facility has the following cellular reception:

- (a) AT&T
- (b) Verizon
- (c) Sprint
- (d) US Cellular
- (e) other

D-6. Total Parking Spaces Provided: _____ # of Handicap Spaces: _____

D-7. Construction Time from Notice to Proceed to Completion: _____

D-8. In submitting this bid, it is understood that the right is reserved by the Division of Facilities Management, Design and Construction, State of Missouri, to reject any and all bids, and it is agreed that the bids will not be withdrawn for a period of 90 days from the specified time for receiving bids.

D-8.1 IF AN INDIVIDUAL:

Name of Individual

Residence Address

Signature

Firm Name (if any)

Federal Tax ID # or SSN

Firm Address

Address for Communications

D-8.2 IF A PARTNERSHIP:

_____ General* _____ Limited
(Include names of all)

Name and Residence Address of Partners:

Name of Partnership

Partner

Signature

Partner

Signature

Address for Communications

Federal Tax ID # or SSN

*Include information of all partners by attaching additional pages if necessary.

D-8.3 IF A CORPORATION: (Exact Title)

Name of Corporation

1. Incorporated under the laws of the
State of _____

Name and Title of Officer

2. Registered to do business in Missouri:
Yes _____ No _____ (Check one)

Signature of Officer

Federal Tax ID # or SSN

(ATTEST)

Address for Communications

Secretary Signature

D-8.4 IF A BROKER REPRESENTING AN INDIVIDUAL:

Name of Broker

Signature of Broker

Name of Individual Represented

Residence Address

Signature of Individual Represented

Federal Tax ID # or SSN of Individual
Represented

(SEAL)

Each Bidder must complete the Proposal Form by signing on the proper signature line above and by supplying the required information called for in connection with the signature. Failure to properly sign the Proposal Form and to provide required information will constitute grounds for non-acceptance of bid.

D-9. Historic Status Documentation (Mandatory Entry - If Requesting Preference Points)

D-9.1 Address of Proposed Property: _____

D-9.2 Is the property individually listed in the National Register of Historic Places? (Check one)

_____ Yes _____ No _____ Unsure

D-9.3 Is the property a contributing element of a National Register Historic District or a certified local district?

If yes, list the name of the historic district and include photographs of the facility. (Include a photo of the front elevation of the facility and a streetscape view showing the adjoining buildings.)

D-9.4 Has the property been determined to be eligible for listing on the National Register of Historic Places by the State Historic Preservation Office in the Department of Natural Resources? (Check one)

_____ Yes _____ No _____ Unsure

If yes, attach a copy of the eligibility assessment and photographs of the facility. (Include a photo of the front elevation of the facility and a streetscape view showing the adjoining buildings.)

D-9.5 Will the project involve utilization of the federal or state rehabilitation tax credits? (Check one)

_____ Yes _____ No _____ Unsure

Information on the National Register of Historic Places can be obtained by contacting the State Historic Preservation Program (SHPO) in the Department of Natural Resources at (573) 751-7858 or by visiting the SHPO website at <http://www.dnr.mo.gov/shpo/index.html>.

The State Historic Preservation Program can also provide information in regard to National Register eligibility and the federal and state rehabilitation tax credits.

D-10. Specialized District Documentation (Mandatory Entry - If Requesting Preference Points)

D-10.1 Address of Proposed Property: _____

D-11.2 What were the former uses of the Proposed Property?

D-11.3 Has a Phase I Environmental Site Assessment been conducted at the proposed site? (Check one)

Yes No Unsure

If yes, indicate the name of the firm who conducted the assessment and include a copy of the findings.

Name: _____

D-11.4 Has a lead paint or asbestos inspection been conducted by a certified inspector at the proposed site?

Yes No Unsure

If yes, indicate the name of the certified inspector who conducted the assessment and include a copy of the findings.

Name: _____

Information on the Missouri Voluntary Cleanup Program (VCP) may be obtained by contacting the Department of Natural Resources at (573) 526-8913 or by visiting the website at <http://www.dnr.mo.gov/env/index.html>.

D-11.5 The Bidder is encouraged to submit documentation with its proposal that verifies ownership and authority to enter into a lease for the proposed property. Such information shall be required before execution of a lease. Supporting documentation that the Bidder may be required to produce includes, but is not limited to, deeds and/or leases, and operating agreements, board resolutions, or other documentations verifying ownership and leasing authority as requested by FMDC.

ATTACHMENT E

DEFINITIONS

The terms and parties designated in the Specifications and Proposal Forms shall be defined as follows:

E-1. BIDDER/LESSOR/PRINCIPAL: The individual, firm or group of firms who submit a proposal for leasing the premises to the state as described in the Request for Proposal (RFP) and attachments.

E-2. STATE/LESSEE/DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION (FMDC): The State of Missouri, FMDC, shall serve as the state's exclusive representative in all real estate leasing transactions except as otherwise noted by statute or Code of State Regulations. No individual, organization or agency other than the FMDC has authority to obligate the state in any form; verbal, written or otherwise. Any questions regarding the bid process, specifications, Lease or authority must be directed to the FMDC Leasing Coordinator identified on the cover page of the RFP.

E-3. MUST/SHALL/WILL/REQUIRED: Mandatory provisions; failure to comply will result in rejection of the proposal. Proposals that do not or cannot comply with these provisions will be judged non-responsive and eliminated from consideration.

E-4. SHOULD/MAY: A strong expectation that the specified provision will be performed without a mandatory obligation to provide the requirement. If compliance is not possible or desirable, the Bidder must specify that item as a "variance" in the proper place on the Proposal Form and explain fully in attached material. Generic variances to the specification (i.e. all shoulds are variance, etc.) may result in the proposal being declared non-responsive. Consideration will be given to granting the variance in some situations. Acceptance of any variance is at the discretion of the state.

E-5. VARIANCE: A stipulated non-mandatory provision of these Specifications to which the Bidder requests an exclusion or exemption. The state reserves the sole authority to determine whether a requested variance is acceptable. If the "Variance Requested" box on the Proposal Form is not checked and the requested variances specified on an attachment, the variance will not be accepted and the Bidder will be obligated to meet all provisions of these Specifications. A variance will not be granted for provisions designated as mandatory (see E-3 above).

E-6. PREMISES: All land, buildings and equipment included as a part of the property leased to the state.

E-7. BASE BID RENTAL RATE: The annual rent amount to be paid the Lessor for use and maintenance of the premises, pest control, fluorescent and incandescent light bulbs procurement and installation, ice and snow removal, parking, lawn care and trash disposal, unless otherwise noted.

E-8. ARCHITECT/ENGINEER: The Architect or Engineer retained and furnished by the Bidder. The Architect or Engineer must be registered with the State of Missouri and shall furnish all necessary architectural and engineering services as required to construct or renovate the project.

E-9. ACCESSIBLE/ACCESSIBILITY: A condition in which all features and facilities of the premises (land, buildings and equipment) are usable by a state employee or client, including those individuals with disabilities. The specifications set forth by the Americans with Disabilities Act Accessibility Guidelines will be used.

E-10. ADAAG: The Americans with Disabilities Act Accessibility Guidelines.

E-11. RFP/SPECIFICATIONS/BID PACKAGE: Any and all material contained within and/or attached to this document.

E-12. BID/PROPOSAL: The Proposal Form and any attachments submitted by the Bidder to the state.

- E-13. SURETY DOCUMENT: A bid bond or cashier's check that is provided by the Bidder/Lessor and payable to the State of Missouri as a guarantee of certain action by the Bidder/Lessor. Bidder/Lessor's failure to comply with the warranted provisions may result in forfeiture of the document.
- E-14. EXTENSION PERIOD(S): A period of time following the expiration of the stated term of the Lease that allows the state, at its sole option, to continue occupancy for a specified period under the same terms and conditions specified in the original Lease.
- E-15. PRIVATE ROOM(S): Rooms having full height (floor to ceiling) walls on all sides and a minimum of one single door not smaller than 3' X 6'8" in height with ADAAG acceptable hardware.
- E-16. WORKSTATION(S): Locations where individuals need access to electrical-data/telecommunication outlets to perform work. They include private offices, semi-private offices and open space offices as defined by Office Space Summary Form. In addition, conference room(s), interview room(s), copier area(s), etc., may be workstations if so designated in Data/Telecommunications Requirements.
- E-17. TENANT: The agency that occupies the facility. FMDC, as Lessee, may elect to re-assign Tenants to best utilize space resources. This may include sub-leasing to a non-governmental Tenant.
- E-18. NOTICE OF AWARD: Written notification issued by FMDC notifying Bidder that the state will enter into a contractual arrangement upon compliance with the terms and conditions of the RFP.
- E-19. NOTICE TO PROCEED: Upon review and approval of architectural plans, a written notification issued by FMDC notifying awardee of approval to proceed with renovation/construction in accordance with the RFP and approved drawings.
- E-20. CERTIFICATE OF CONDITIONAL ACCEPTANCE: Written notification issued by FMDC notifying lessor that the facility substantially complies with the RFP and occupancy will occur on the specified date. The date of acceptance initiates the lease agreement. Issuance of this document in no way relieves the Lessor of responsibility for attaining total compliance with the RFP in the specified time period.
- E-21. IBC: International Building Code.

ATTACHMENT F

INSTRUCTIONS TO BIDDERS

F-1. OVERVIEW:

F-1.1 All provisions of these specifications apply equally to proposed new construction and existing facilities, including facilities currently occupied by the state.

F-1.2 The sole purpose for this RFP is to provide a facility from which to deliver services to the citizens of the State of Missouri and/or conduct the business of the state. It is essential the facility be readily adaptable to the functional needs of the program. Therefore, the state must have the latitude to arrange the interior of the facility (reception area, offices, conference room(s), restroom(s), etc.) to the fullest extent possible. Bidders must identify and attach any and all restrictions (permanent walls, plumbing locations, mechanical equipment, etc.) to the Proposal Form. If such restrictions are not identified and attached, the Bidder must assume full responsibility for constructing, remodeling and/or renovating the facility in accordance with the state's needs.

F-1.3 Please visit our web site at <http://oa.mo.gov/facilities/real-estate-services> to view the Mission Statement, Current Statewide Bidders List, Bidders Application, Upcoming RFPs, State Regulations Governing Leasing, Leasing Policy and Process, and Inventory of Leases.

F-2. PREVAILING WAGE:

F-2.1 Lessors who construct or renovate property for lease to the State of Missouri are deemed to be employing workers on behalf of a public body. Therefore, if the amount of any work performed by the successful Bidder/Lessor is greater than \$75,000, the successful Bidder/Lessor shall pay not less than the applicable wage rate set by the Department of Labor and Industrial Relations to all workers performing such work in accordance with sections 290.210 to 290.340, RSMo (Prevailing Wage Law). Attachment L to this RFP is the current, applicable wage order for the specified area, and shall apply to any work performed pursuant to this RFP and the successful Bidder/Lessor's proposal. For any future work performed on behalf of the State pursuant to the Lease, the applicable wage order shall be the wage order for the location where the work is performed in effect as of the date the contract for the work is executed.

F-2.2 The successful Bidder/Lessor shall forfeit a penalty to the State of one hundred dollars per day (or portion of a day) for each worker that is paid less than the specified rates for any work done under the Lease by a contractor or by any subcontractor, in accordance with section 290.250, RSMo.

F-2.3 The successful Bidder/Lessor shall maintain accurate records pertaining to wages paid all workers employed on a project for a period of one year following completion of the project.

F-2.4 Upon completion of a project, an affidavit must be submitted to the Division of Facilities Management, Design and Construction (FMDC) certifying that the Lessor, his general contractor and all subcontractors have fully complied with the Prevailing Wage Law.

F-2.5 All questions regarding the Prevailing Wage Law should be addressed to the Department of Labor and Industrial Relations, Division of Labor Standards, Prevailing Wage Section, 3315 West Truman Boulevard, P.O. Box 449, Jefferson City, Missouri 65102-0449.

F-3. SUBMITTING A PROPOSAL:

F-3.1 The completed Proposal Form must be received by the Division of Facilities Management, Design and Construction no later than 1:30 p.m. on the specified date. All proposals must be submitted through the MissouriBUYS statewide eProcurement system. (<https://www.missouribuys.mo.gov/>) in accordance with the instructions for that system. The Division of Facilities Management, Design and Construction shall only accept proposals submitted through MissouriBUYS. Proposals received through any other means, including hard copies,

shall not be considered and will be discarded unopened. The Bidder assumes full and total responsibility for assuring the proposal is received prior to the specified time and date.

F-3.2 All proposals should be submitted on the Proposal Form provided by FMDC (Attachment D). Any proposal not submitted on the Proposal Form shall be rejected.

F-3.3 Bidders must list and describe on a separate sheet any and all variances from these specifications (i.e. Instructions to Bidders, Specifications for Office Space and any and all other attachments), append said sheet to the Proposal Form and place an "X" in the "Variance Requested" box on the Proposal Form indicating these variances are a condition of the bid. Otherwise, the Bidder will be expected to perform in strict compliance to all specifications and attachments contained in this bid package, Notice of Award and the Lease.

F-3.4 In order to avoid misunderstandings, written inquiries are strongly encouraged and such inquiries should be received at least 14 calendar days prior to the specified opening date.

F-3.5 Bidders may withdraw their proposals at any time prior to the scheduled closing time for receipt of bids, but no bid may be withdrawn for a period of 90 calendar days following the scheduled bid opening date.

F-3.6 The Bidder should offer a firm, fixed annual Base Bid rental rate that remains constant throughout the life of the Lease. Proposals that include an increase in the Base Bid rate may be declared non-responsive and excluded from consideration for award.

F-3.7 Legislative Districts: The Bidder should specify on the Proposal Form the Senatorial and Representative District in which the proposed property is located. This information is necessary in order to address legislative notification responsibilities.

F-4. SITE SELECTION:

F-4.1 Bidders should make every effort to locate a suitable site prior to their bid submittal. However, at the time of the bid evaluation, the Bidder must have identified a suitable site and, if requested, provide to the evaluation committee written documentation of an option to purchase or ownership of said property. Failure to provide this documentation is grounds for the rejection of the Bidder's proposal and forfeiture of bid surety.

F-4.2 The successful Bidder has 30 days from the date of the Notice of Award to provide to the state documentation demonstrating ownership of the selected site, if requested. Failure to provide this documentation is grounds for withdrawing the award and forfeiture of bid surety. If, at a future date it is determined that the selected site will not be able to be used, the state, at its option, will work with the successful Bidder to locate a new site with no increase in awarded dollar amount. If a suitable site cannot be located, the state will withdraw the award, in accordance with paragraph F-6.1.

F-5. SERVICES:

F-5.1 Light Bulbs: The Bidder, as part of the Base Bid rental rate, must furnish and install all LED lights. Replacements must be provided and installed as needed to maintain lighting levels.

F-5.2 Pest Control: The Bidder, as part of the Base Bid rental rate, must provide and pay for effective and safe pest control (insect and rodent).

F-5.3 Lawn Care: The Bidder, as part of the Base Bid rental rate, must provide general lawn care and maintenance to include, but not be limited to, cutting and trimming grass on all sides of the premises, removing all weeds, debris and trash, trimming all shrubs and removal of litter from the parking lot to insure a well-maintained appearance.

F-5.4 Snow & Ice Removal: The Bidder, as part of the Base Bid rental rate, shall be responsible for promptly removing snow and ice from all parking areas and sidewalks that serve the Leased Premises, regardless of whether the Lessee and/or Tenant take steps to remove snow or ice.

F-5.5 Trash Removal: The Bidder, as part of the Base Bid rental rate, must provide trash receptacles and removal at least one time per week.

F-5.6 Parking: The Bidder, as a part of the Base Bid rental rate, should provide a parking area as specified in Attachment G and Attachment A.

F-5.7 Utilities and Janitorial: Proposals in which the Lessor provides utilities and janitorial services must identify the annual charge for the Lessor to provide the services. This charge should be entered on the Proposal Form as a separate charge from the Base Bid rental rate, even if the proposed area is not or cannot be metered independently. If the premises cannot be metered independently, the Bidder must so state on the Proposal Form.

F-5.7.1 If the Bidder is unable or unwilling to offer the state the option of a base bid rental rate excluding utilities and janitorial services, the Proposal Form should clearly state that the premises are only offered at a single rental rate.

F-5.8 Any special conditions, rules or requirements by the Lessor pertaining to the occupancy of the proposed premises must be stipulated on the proposal.

F-5.9 Public Transportation: When public transportation is available within the requested geographic boundaries, access should be provided within a one-block radius of the proposed site.

F-7. STATE RIGHTS/RESPONSIBILITIES:

F-7.1 FMDC is the exclusive representative of the state in all real estate leasing transactions except as otherwise noted by statute or Code of State Regulations. No individual, organization or group including the agency occupying or to occupy the premises, other than FMDC, shall interpret, define or explain any part of these specifications or obligate the State of Missouri in real estate leasing transactions in any form; verbal, written or otherwise. Any questions regarding the bid process, specifications, Lease or authority must be directed to the individual identified on the cover page of this document.

F-7.2 The state reserves the right to reject any and all bids and waive all variances and informalities in bids. The Lease contract will be awarded to the lowest and best Bidder, in writing only, by FMDC.

F-7.3 If no responsive or acceptable bids are received, the state may, at its sole option, initiate a new bid process or enter into negotiations with selected individuals to provide the premises.

F-7.4 Any signage displayed on the premises during construction or renovation that refers to the State of Missouri or any of its agencies or offices must have prior written approval of FMDC.

F-7.5 The state will award the Lease to the Bidder offering the "lowest" and "best" proposal with 75% consideration given to "lowest" and 25% consideration given to "best." Unless noted, all stipulations set forth in the RFP represent minimum acceptable standards. When assessing "best," additional consideration may be given to proposals offering features, equipment, services and auxiliary fiscal benefits that exceed minimum acceptable levels. (See Attachment I for details.)

F-7.6 The state must have the right to "screen" all member(s) of the janitorial workforce for criminal records.

F-8. ARCHITECTURAL DRAWINGS:

F-8.1 Within ten calendar days of issuance of the Notice of Award, the successful Bidder must submit a footprint. The footprint should include the following items: columns, plumbing, windows, exterior doors and mechanical rooms. The footprint must include all interior and exterior dimensions and note any variances.

F-8.2 Within 60 calendar days of issuance of an approved floor plan by FMDC, the successful Bidder must submit documentation to demonstrate that the facility will be in full compliance with the Specifications for Office

Space (Attachment G) and other pertinent requirements of the specific bid package. This documentation should include, but not be limited to, the following plans and specifications:

- | | | |
|---------------------------------------|--------------------|--|
| 1. Site Plan/Elevations/Contour Lines | 4. Plumbing Plan | 7. Door and Window Schedule |
| 2. Plans/Elevations | 5. HVAC Plan | 8. Plans/Elevations for ADA Compliance |
| 3. Building Sections Plan | 6. Electrical Plan | 9. Tabulation of the structure load, including design and code requirements which must be noted on the drawings. |

F-8.2.1 The above-mentioned plans and specifications must be prepared and sealed by an architect and professional engineer registered with the State of Missouri. A minimum of three sets of the final plans and specifications must be submitted.

F-8.3 Said plans and specifications must be sent to:

Division of Facilities Management, Design and Construction
Real Estate Services Section
P. O. Box 809
301 West High Street, Room 730
Jefferson City, Missouri 65102

F-8.3.1 Architectural Drawings: The architectural drawings shall be submitted via email (file size limit 5MB), CD-ROM or USB Jump Drive. The software the state's system supports is AutoCAD, release 2019. Drawings shall be in .DWG file extension and include any and all necessary XREF files (if applicable). Files shall be release 2019 or earlier (no earlier than release 2013). Contact FMDC Leasing Coordinator for additional information.

F-8.4 The Bidder must assume full responsibility and liability for the actions of the architect, professional engineer, contractor(s) or subcontractor(s) for compliance with these specifications. All field verifications are the responsibility of the architect, professional engineer, contractor(s) or subcontractor(s).

F-8.5 Receipt of documents later than 60 calendar days after issuance of an approved floor plan may constitute grounds for withdrawal of the award and forfeiture of the surety document. The drawings and specifications shall be reviewed by FMDC and the Tenant within 30 days of receipt for compliance with provisions of the RFP. This review should not be interpreted as an endorsement or approval of design or construction plans, materials or codes. The state reserves the right to require changes in the documents or to reject changes proposed by the Bidder. Upon review of the documents (and if changes are required, receipt of corrected documents) by FMDC and the Tenant, the Bidder shall receive a written Notice to Proceed from FMDC. A Limited Notice to Proceed may be issued to the Bidder upon written approval by the state. Construction or renovation of the premises should not proceed until a written Notice to Proceed or Limited Notice to Proceed is received by the successful Bidder. Work performed on the project prior to receipt of a written Notice to Proceed will be solely at the risk of the Bidder. No deviations from the floor plan and specifications will be allowed without re-submission to and written approval from FMDC.

F-8.6 Review of the plans and specifications and inspections at the site by the State of Missouri shall in no way absolve the Lessor of any United States or State of Missouri requirements or supplant any requirements, inspections, licenses, ordinances, etc., required by the political subdivision in which the construction or renovations shall take place.

F-8.7 The provision requiring submission of plans applies equally to proposed new construction and existing facilities, including facilities currently occupied by the state.

F-9. INSPECTIONS:

F-9.1 Representatives of the State of Missouri shall inspect the premises periodically to determine whether or not the premises are in compliance with the terms of the specifications and proposal. If deficiencies are discovered, the Lessor will be notified and directed to correct the deficiencies. Upon notification from the Lessor that all deficiencies have been corrected, the state shall perform a second inspection.

F-9.2 Should the state's on-site inspections reveal noncompliance with codes, ADAAG or state specifications, the Lessor will be formally notified of such findings and required to correct the deficiencies within a specified time period. In the event corrective action is not taken within 14 days or the specified time period, rental payments may be withheld until the deficiencies are corrected.

F-9.3 The state will inspect the premises conditional acceptance and for compliance no more than two times at the state's expense. If more than two inspections are required to confirm compliance, the state may, at its sole option, require reimbursement for any and all expenses associated with additional inspections at a rate of \$40.00 per hour to include travel time from portal to portal.

F-9.4 The premises must comply with all provisions of these specifications and the Lease for the full term of the Lease (initial and extension periods). No inspection or certification will relieve the Lessor from compliance with these specifications and the Lease.

F-10. OCCUPANCY:

F-10.1 The target dates for completion and occupancy are as specified in Attachment A. The Bidder must specify on the Proposal Form the number of days needed for construction/build out from the Notice to Proceed. The number of days specified in the bid proposal will be added to the date of the Notice to Proceed to determine the completion date.

F-10.2 Certificate of Conditional Acceptance: FMDC will issue a Certificate of Conditional Acceptance when the facility is substantially completed and can be safely occupied. Issuance of the certificate shall not be arbitrarily withheld. The Certificate of Conditional Acceptance will specify when the rent shall begin. For a partial month, rent will be paid on a per diem basis. If the Lessor allows the Tenant to move in prior to issuance of the Certificate of Conditional Acceptance, the Lessor does so at its own risk and cost. The Lessor should provide 15 working days between completion and occupancy. This Certificate of Conditional Acceptance is in addition to (not in lieu of) any occupancy permit issued by a municipality.

F-10.3 The successful Bidder should notify FMDC 45 days prior to the completion date. The time between completion and occupancy will be used by the state to install wiring, systems furniture, perform inspection and occupy.

F-10.4 The successful Bidder will provide construction clean-up of the facility to a "broom clean" condition. This will include the "sealing" of all new vinyl floors, washing of all windows, cleaning of the restrooms and lounge, and vacuuming and "spot cleaning" of the carpet.

F-10.5 The premises must be available by the completion date stated. The initial period of the Lease herein proposed shall begin on the date specified on the Certificate of Conditional Acceptance and shall terminate on the next 30th day of June, unless otherwise specified.

F-10.6 In the event the premises are not available for occupancy on the specified date, the rental payment specified shall not be paid until the premises are occupied. In addition, liquidated damages in the amount of two times the daily rental rate will be assessed against the Bidder for each 24 hour period occupancy is delayed. The daily rental rate shall be calculated as 1/365th of the annual rental rate as proposed. Further, it is mutually agreed that this sum is set out as the damage the state would suffer as a result of the Bidder's failure to comply with this provision. This sum will be deducted from normal rental payments.

F-11. LEASE:

F-11.1 Attachment K is a copy of a standard Lease used by the State of Missouri. The successful Bidder will be required to enter into this Lease upon award of the bid. Bidders should not complete any parts of the sample Lease attached to these specifications. FMDC will prepare the Lease and send it to the successful Bidder for signature. Bidders should carefully review all provisions of the standard Lease to insure acceptability. No alterations to the basic provisions and format of the Lease will be made following the Notice of Award.

F-11.2 All rental payments will be made on a monthly basis in arrears and are payable on the last day of the month for which payment is due and owed. The state may require the Lessor to receive monthly rental payments through direct deposit of funds.

F-11.3 The Lessor shall permit the Lessee to modify and maintain ownership of the data/telecommunication (d/t) systems necessary for the Tenant's business throughout the term of Lease. Upon termination of the Lease, the ownership of the d/t wiring will become the property of the Lessor.

F-11.4 The Lessor shall be responsible for the repair and maintenance of the building and all equipment and fixtures furnished by the Lessor. Additionally, the Lessor is responsible for all property taxes and insurance. The Lessee cannot assume responsibility for repair and maintenance of leased property.

F-11.5 The Lessor may, at a reasonable time and with the approval of Lessee's authorized representative, enter the premises to perform inspections and maintenance of the premises and property. Said approval by the Lessee shall not be arbitrarily withheld.

F-11.6 The Lessee, at its option, may sublease all or a portion of the demised space to any governmental, not-for-profit or private entity. When major changes in tenancy are planned, the Lessee will notify the Lessor of its intentions and request concurrence from the Lessor of the proposed changes. The Lessor will not arbitrarily withhold such concurrence.

F-11.7 It is understood between the Lessor and Lessee that moneys to fund rental and all other payments due under this Lease are annually appropriated by the Missouri General Assembly for one fiscal year beginning on July 1. It is further understood and agreed to by the Lessor and Lessee that this Lease shall not be binding upon the Lessee or Lessor unless and until general appropriations have been made by the Missouri General Assembly and, if applicable, funds have been received from the United States Government for payment of rent or for any other payment under this Lease on behalf of the Lessee for any fiscal year during the initial period or extension period of the Lease.

F-12. RENEWAL AND EXTENSION PERIOD(S):

F-12.1 The initial period of the Lease shall commence upon acceptance of the facility and issuance of the Certificate of Conditional Acceptance and end the following June 30.

F-12.2 The Lessor must grant the option to renew said Lease for one-year periods, called renewals.

F-12.3 The Lessor must grant to the Lessee the option to extend the Lease for three two-month periods following the expiration date at the same rental rate, as paid during initial Lease. Lessee must notify Lessor of its intent to exercise the extension no later than 60 days before the expiration of the Lease or 30 days before the expiration of any extension period.

F-12.4 Prior to issuance of the Notice to Proceed the Bidder may request and the state may grant one additional year to the Lease if the first year of the Lease is for less than nine months.

F-13. NET RENTABLE SQUARE FOOTAGE:

F-13.1 Net Rentable Area - Single Tenancy Floor: Net rentable area of a single tenancy floor, whether above or below grade, shall be computed by measuring to the inside finish of permanent outer building walls or from the glass line where at least 50% of the outer building wall is glass. Net rentable area shall include all areas within outside walls, less stairways, elevator shafts, flues, pipe shafts, vertical ducts, airlock entries, air conditioning rooms, fan rooms, janitorial closets (unless requested), electrical closets and other such rooms and their enclosing walls not available to the Tenant for its furnishings and personnel. Restrooms exclusively serving the Lessee and guests shall be included in the net rentable area. No deductions shall be made for columns, pilasters or other structural projections. No other area(s) will be considered in calculating net rentable area. (See Attachment B for details.)

F-13.2 Net Rentable Area - Multiple Tenancy Floor: The net rentable area of a multiple tenancy floor, whether above or below grade, shall be the sum of all net rentable areas on that floor. The net rentable area of an office on a multiple tenancy floor shall be computed by measuring to the inside finish of permanent outer building walls, or to the glass line if at least 50% of the outer building is glass, to the office side of corridors common to all Tenants and/or other permanent partitions, and to the center of partitions that separate the premises from adjoining rentable areas. Stairways, elevator shafts, flues, pipe shafts, vertical ducts, airlock entries, air conditioning rooms, fan rooms, janitorial closets (unless requested), electrical closets and other such rooms and their enclosing walls not available to the Tenant for its furnishings and personnel shall be excluded from net rentable area. No deductions shall be made for columns, pilasters or other structural projections. Restrooms exclusively serving the Tenant and guests shall be included in the net rentable area. No other area(s) will be considered in calculating net rentable area. (See Attachment B for details.)

F-14. MINORITY AND WOMEN OWNED BUSINESS PARTICIPATION: In accordance with Executive Order 15-06, the successful Bidder is encouraged to utilize minority and/or women owned businesses (M/WBE) on all contracts of \$100,000.00 or greater. Participation of 10% MBE and 10% WBE of the total contract value is desired. The targets may be met through the use of prime contractors, subcontractors, joint ventures, or other arrangements that afford meaningful opportunities for (M/WBE) participation.

F-15. FILING AND PAYMENT OF TAXES:

F-15.1 In accordance with Section 34.040.6 RSMo, the Division of Facilities Management, Design and Construction is precluded from contracting with a vendor or its affiliate who makes sales at retail of tangible personal property or for the purpose of storage, use or consumption in this state but fails to collect and properly pay the tax as provided in RSMo 144.

F-15.2 In order for the Division of Facilities Management, Design and Construction to be able to consider your proposal, you must verify that you are either registered to collect sales and/or use tax in Missouri, or you are not making retail sales of tangible personal property or providing taxable services in Missouri. You can provide this verification by submitting an official "Vendor No Tax Due" certificate if you are properly registered to collect and have properly remitted sales and/or use tax, or if you are not making retail sales in Missouri.

F-15.3 A bidder/lessor should include the "Vendor No Tax Due" with your bid proposal.

F-15.4 A bidder/lessor must provide a "No Tax Due" to FMDC prior to receiving a Notice of Award or entering an Extension Period.

F-15.5 Failure to maintain compliance with chapter 144, RSMo throughout the term of a lease contract, may also result in termination of said contract.

F-15.6 A certificate of vendor no tax due can be obtained from the Missouri Department of Revenue when a business pays all of its sales/use tax in full, up to date, does not have a sales tax delinquency or does not sell tangible personal property at retail in Missouri.

F-15.7 If taxes are due, depending on the payment history of the business, a cashier's check or money order may be required for payment before a certificate of vendor no tax due can be issued.

F-15.8 A certificate of vendor no tax due can be obtained by contacting the Missouri Department of Revenue, Division of Taxation & Collection, P. O. Box 3666, Jefferson City, MO 65105-3666. You may also call (573) 751-9268, fax (573) 522-1265, or email taxclearance@dor.mo.gov.

F-15.9 Additional information regarding Section 34.040.6 RSMo is available on the Department of Revenue's website at <http://www.dor.mo.gov/tax/business/sales/hb600.htm>.

F-16. MISSOURI SERVICE DISABLED VETERAN BUSINESS PREFERENCE: Any bidder eligible to receive the Missouri service-disabled veteran business preference pursuant to 34.074 RSMo must review and

complete ATTACHMENT O, MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE and provide the specified documentation in accordance with the instructions provided therein.

ATTACHMENT G

SPECIFICATIONS FOR OFFICE SPACE

G-1. BUILDING SITE:

G-1.1 The premises must not be located in an area designated as a hazardous waste, landfill or designated wetland area and must be served by a Department of Natural Resources approved water site and sewage system. The premises should not be located in an area designated as a 100 year flood plain.

G-1.2 All square footage must be contained in one building; multiple buildings are not acceptable. The required square footage represents the square footage needed to meet the Tenant's operational requirements. Because of structural variations, which may affect floor plan layout, a Bidder may need to utilize more than the required square footage to provide the design flexibility necessary to accommodate the operational needs of the Tenant within the proposed facility. However, the Bidder should bid the required square footage and explain any excess square footage as a variance.

G-1.2.1 All proposals will be evaluated on the required square footage specified above at the proposed rental rate. Proposals offering less than the required square footage will be judged non-responsive and eliminated from consideration. Proposals offering more than the required square footage may be judged non-responsive and eliminated from consideration.

G-2. CODES, STANDARDS AND GENERAL REQUIREMENTS:

G-2.1 The premises must, at a minimum, conform to the following codes, standards and general requirements, as well as local model building code, ordinances and requirements in effect at the time the RFP is released. In the event of a conflict the most stringent shall apply.

G-2.1.1 The Bidder/Lessor shall be responsible for providing or securing all certificates, permits, construction, supervision, labor, materials, tools and construction equipment necessary for the execution and completion of the premises in compliance with the specifications, Proposal Form and Prevailing Wages.

G-2.1.2 The premises must meet all building codes according to the latest published edition of International Building Codes.

G-2.1.3 Life safety provisions and exitway arrangements must conform to the latest published edition of the NFPA 101 where applicable.

G-2.1.4 Building construction/finishes should be of commercial grade quality.

G-2.2 Alarms and Fire Extinguishers:

G-2.2.1 Where required by code, the premises must be equipped with a fire and/or smoke protective signaling or automatic fire detection system which meets the requirements of the aforementioned codes and all local building codes, fire codes and requirements. All fire and smoke alarm systems must be in accordance with 2010 ADA Standards for Accessible Design. All telephone lines installed for fire and emergency reporting must be in compliance with local building codes and fire codes.

G-2.2.2 Fire extinguishers must be furnished and maintained in accordance with National Fire Code #10; a minimum of two five-pound, ABC rated extinguishers must be provided. However, additional fire extinguishers must be provided when the maximum travel distance to any one fire extinguisher location exceeds 75'.

G-2.2.3 Fire Extinguisher Inspection: All fire extinguishers must be inspected and maintenance performed a minimum of one time per year by trained personnel. All inspection records must be signed and maintained by the inspecting official. A copy of this record should be provided to the Tenant.

G-2.2.4 All fire extinguishers out of service for maintenance or recharge must be replaced by a spare of equal or greater rating.

G-2.3 All plumbing for the exclusive use of the state and guests should meet the latest edition of the International Plumbing Code. All plumbing fixtures should be equipped with individual stops.

G-2.4 All electrical equipment and wiring should meet or exceed the requirements of the latest edition of the National Electrical Code, published by NFPA. All fixtures, receptacles and switches must be Underwriter Laboratory (UL) approved.

G-2.5 All Heating, Ventilating and Air Conditioning (HVAC) systems must conform to the National Fire Protection Association (NFPA) requirements and must be designed in accordance with the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) handbooks and standards. All buildings over 10,000 square feet must meet ASHRAE 90.1 on new construction.

G-2.5.1 In accordance with Section 319.200 - 319.207, RSMo, all buildings must comply with Seismic design and construction, in accordance with IBC or local adopted codes.

G-2.5.2 Public Law 101-336, The Americans with Disabilities Act (ADA), which was signed into law on July 26, 1990, and became effective January 26, 1992, prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications and activities of state and local government. Therefore, the State of Missouri may only lease premises that fully comply with the 2010 ADA Standards for Accessible Design. For further information concerning specific provisions of contact:

President's Committee on Employment of People with Disabilities
1331 F Street, NW, 3rd Floor
Washington, D.C. 20004
Phone: (202) 376-6200

NOTE: The United States Internal Revenue Code contains provisions permitting tax credits/deductions for small businesses that incur renovation expenses related to compliance with the Americans with Disabilities Act. IRS Publication No. 907, providing information on the provisions, may be obtained by calling 1-800-829-3676.

G-2.6 Asbestos: Friable asbestos, as defined in the Environmental Protection Agency (EPA) Pamphlet, Guidance for Controlling Asbestos Containing Materials in Buildings, revised June 1985, and A Building Owner's Guide to Operational and Maintenance Program for Asbestos Containing Materials, revised July 1990, must not be present in the space to be leased or anywhere in the building.

G-2.7 Accessibility:

G-2.7.1 The building and premises must be handicapped accessible as defined by the 2010 ADA Standards for Accessible Design, enacted by the Department of Justice on September 15, 2010.

G-2.7.2 All state leased land, buildings and equipment must be accessible to and usable by clients and employees. All construction and renovation shall conform to specifications set forth by the 2010 ADA Standards for Accessible Design.

G-2.7.3 All exits required by code must have adequate means of egress for disabled individuals as defined by the 2010 ADA Standards for Accessible Design. The primary and employees' entrance to the facility must be fully accessible for disabled persons.

G-2.7.4 The premises must be barrier free, allowing persons (guests and employees) direct access to the office and all activity areas. Accessibility will be furnished in accordance with the 2010 ADA Standards for Accessible Design.

G-2.8 Water Coolers: All required water coolers must be hi-lo (or equivalent) refrigerated type water cooler(s) of sufficient capacity and must be accessible for disabled persons in accordance with the 2010 ADA Standards for Accessible Design.

G-2.9 Elevators: A minimum of one commercial type passenger elevator must be provided if the proposed Lease area and/or access to the proposed area is not on a single level. The elevator must be accessible for disabled persons in accordance with the 2010 ADA Standards for Accessible Design, Chapter 407 and Classified ASME A17.1. The elevator must have a telephone available for use in emergency.

G-2.10 Restrooms:

G-2.10.1 Each restroom should have a minimum of one mirror, foam soap dispenser, towel dispenser, toilet paper dispenser and waste receptacle of commercial quality. A female hygiene product waste receptacle should be installed within all women's privacy partitions. Privacy partitions must be provided when any restroom contains more than one water closet and/or urinal. Restroom signage must comply with the 2010 ADA Standards for Accessible Design, 703.

G-2.10.2 All restrooms and restroom furnishings must be accessible for disabled persons and individuals in wheelchairs in accordance with the 2010 ADA Standards for Accessible Design. Chapter 6.

G-2.10.3 Each restroom should be equipped with a floor drain to handle accidental water overflows.

G-2.10.4 Single use restrooms must have privacy, bedroom or bath lock installed on door. (The button automatically releases when the inside lever is turned or the door is closed.)

G-2.10.5 Commercial grade toilets with power flush or flush valve should be provided in all restrooms and urinalysis rooms (UA).

G-2.10.6 The client restroom(s) should have an electrical hand dryer.

G-2.10.7 All toilets must meet the 1,000 grams single flush, as listed in the latest edition (MaP) Maximum Performance Testing of popular toilet models.

G-2.11 Parking:

G-2.11.1 The total number of required parking spaces should be provided per the Attachment A.

G-2.11.2 The parking area(s) should be located on or immediately adjacent to the facility (metro area - within 100 yards of the facility); travel between the parking area and facility must be by a direct, safe and accessible route. The preferred location for disabled parking is adjacent to the main entrance. The access between the public street and the parking area should be of a hard surface, all weather type material. Each space should be a minimum of 9' X 20'. All driving lanes between double parking spaces should be a minimum 25' in width.

G-2.11.3 All accessible parking spaces must be striped and signed in accordance with the 2010 ADA Standards for Accessible Design. Appropriate access must be provided from each space to the main entrance in accordance with the 2010 ADA Standards for Accessible Design, Chapter 208.

G-2.11.4 Accessible spaces must be clearly identified with a sign reflecting the minimum fine of \$50.00 through \$300.00 for parking violations.

G-2.11.5 Standard parking stalls shall be marked with white paint. Other pavement markings and signage shall comply with MUTCD (Manual of Uniform Traffic Control Devices), as published by the U.S. Department of Transportation, Federal Highway Administration.

G-2.12 Building Signage:

G-2.12.1 Interior signage that identifies permanent rooms and space, i.e. restrooms, conference rooms, lounge, area of refuge, etc., must be provided. All signage must comply with the 2010 ADA Standards for Accessible Design, Chapter 7.

G-2.12.2 Interior and exterior signage must be provided which gives direction to, or information about, operational areas in the facility which provide access for disabled persons and must comply with the 2010 ADA Standards for Accessible Design, Section 703.

G-2.12.3 Exterior signage identifying the state agencies will be furnished by the Lessor, if requested. The Lessor should provide space for the sign and install the sign on the front of the facility or an agreed upon location, whichever is more visible. (Ref. G-2.12.2)

G-2.13 Electrical:

G-2.13.1 All exterior, restroom, lounge and coffee bar countertop electrical outlets must be Ground Fault Circuit Interrupter (GFCI) protected.

G-2.13.2 All general power circuits must be wired with a minimum of #12 wire and all electric cable must have copper conductors with a separate ground wire.

G-2.13.3 A minimum of one nominal 120V duplex receptacle must be provided for every 12 lineal feet of wall space, on each of the four walls in a private office and each of the three walls in a semi-private office.

G-2.13.4 All electrical breaker panels should have a minimum of 20% open breaker capacity. (All circuits must be a minimum of 20 amps or greater depending on the intended use for the circuit.)

G-2.13.5 When systems furniture is utilized by the Tenant, the Bidder must provide compatible electrical hook-ups and make the final connection to the systems furniture. Electrical feeds to systems furniture must be powered to the equivalent of four 120V duplex receptacles for general power per cubicle.

G-2.13.6 Each workstation location must have one dedicated 120V duplex receptacle with a maximum of six duplexes per circuit, an outlet for general electrical and a data/phone box with 1" conduit. Dedicated circuits must be wired with a neutral and a separate ground, wired to the panel. Additional dedicated circuits must be placed at designated locations to accommodate printers, copy machines, etc. (Ref. E-16)

G-2.13.7 All duplex receptacles should be labeled and numbered. Dedicated duplexes should be marked with a distinctly colored faceplate.

G-2.13.8 The lounge must have a minimum of six dedicated 120V duplex receptacles on two circuits to accommodate vending machines. This is in addition to the general electric. The coffee bar must have a minimum of two dedicated 120V duplex receptacles.

G-2.13.9 The copier room(s) should have two dedicated 120V circuits in addition to the general electric.

G-2.14 Lighting:

G-2.14.1 Lighting design should meet the latest edition of ASHRAE 90.1.

G-2.14.2 Interior Lighting Fixtures should be LED with diffusers. All fixtures should comply with the following specifications: fixtures should contain LED 4,000 to 4,100 Kelvin lamps; and individual occupancy sensors should be provided to control lighting in all private rooms, with override switches provided.

A minimum of 50 footcandles must be provided in all areas. The interior lighting should provide "night lighting" at the entrance and exits. Approximately 5% of the space shall be lighted at night.

G-2.14.3 Emergency and Exit Lighting: Emergency lights must be provided in the office area. Entrances and exitways shall be clearly illuminated by emergency lighting. Emergency lighting must have two energy sources; one being a reliable type of rechargeable batteries. Changeover time between energy sources shall be no more than ten seconds. Exits and exit access, as required, shall be marked by approved illuminated signs readily visible from any direction of access. The light source for the exit signs shall be electroluminescent (EL), light emitting diode (LED), tritium or self luminous. Exit signs shall have an emergency lighting mode. Lessor must inspect emergency and exit lighting systems quarterly. Any malfunctioning equipment shall be immediately repaired or replaced.

G-2.14.4 Outdoor Lighting: All exits and the exterior of the building should be lighted in accordance with the latest edition of ASHRAE 90.1, (reference Table 9.3.2) metal halide lamps may be used for spotlighting signs or other displays. Outdoor lighting should be controlled by means of a photocell that automatically turns off the exterior lighting when daylight is available, or by a timer located where the Tenant can easily access.

G-2.14.5 Parking Lot Lighting: The parking lot should be lighted to maintain a minimum of ½ footcandle per square foot.

G-2.15 Entrances and Exits:

G-2.15.1 All entrances and exits to the facility must be illuminated, lockable, equipped with panic hardware and closers.

G-2.15.2 The main public entrance should be protected with an airlock vestibule with safety glass.

G-3. INTERIOR CONSTRUCTION REQUIREMENTS:

G-3.1 Doors:

G-3.1.1 Exterior Doors must be commercial grade; either solid core, insulated metal or safety glass with a metal frame. All exterior doors must be lockable, equipped with panic hardware, closers and must have weather stripping.

G-3.1.2 Interior Doors should be solid or solid core, metal frame, equipped with doorstops and passage hardware, except where noted otherwise.

G-3.1.3 Door Widths must be a minimum of 36" wide, in accordance with the 2010 ADA Standards for Accessible Design, Chapter 404.

G-3.1.4 Door Hardware must be lever-type or U-shaped, in accordance with the 2010 ADA Standards for Accessible Design, Chapter 309.4 and Chapter 404. Hardware should meet or exceed the Schlage Series A.

G-3.1.5 Door Locks must be provided for doors, as noted. All door hardware should meet or exceed Schlage Series A and should be keyed to a grand master, and individual locks as specified in the floor plan. A minimum of two keys should be furnished for each lock set, plus three grand master/master keys.

G-3.1.6 Sidelight windows on Interior Doors should be a minimum of 4" x 20" where specified.

G-3.2 Windows:

G-3.2.1 All exterior windows should be stationary, double glazed with insulating glass. At a minimum, 15% of the exterior linear wall should be windows.

G-3.2.2 All windows should be equipped with vertical blinds or horizontal mini-blinds.

G-3.3 Insulation:

G-3.3.1 Exterior walls should be insulated to the equivalent of R-19; for example, a 6” batt of fiberglass insulation is equivalent to R-19. Exterior walls must be sealed and draft free.

G-3.3.2 The roof assembly should be insulated to the equivalent of R-30 Roof Insulation, in facilities with suspended ceilings should not be installed directly on ceiling tiles.

G-3.3.3 Sound insulation should be provided in restrooms, lounges, data rooms, conference rooms and mechanical rooms at an STC rating of not less than 45. This includes all side walls and the ceiling above said rooms.

G-3.4 Ceilings and Walls:

G-3.4.1 In all facilities the ceiling assembly should be constructed of commercial grade acoustical panel and grid or one layer of 5/8" TYPE-X sheetrock. Ceiling height should be a minimum of 9’ and a maximum of 14’ in all areas. All facilities must meet the provisions of the building codes.

G-3.4.2 Mechanical, electrical, file and supply/storage rooms must, at a minimum, meet the latest building codes.

G-3.4.3 Chair rail protection should be provided in all reception area(s), interview room(s), interview booth area(s), hearing room(s), one stop room(s), conference room(s), associated hallways, and circulation spaces. The chair rail shall be 4”- 6” wide and located at 32” to center from finished floor. All wall corners should be protected in the public and general office areas up to a height of 48” from finished floor, with a minimum width of 1-1/4”.

G-3.5 Lounge/Coffee Bar:

G-3.5.1 Lounge area should be equipped with a minimum of eight linear feet of 30” in height full top and bottom cabinets on the longest wall. A minimum 18 cubic foot refrigerator that is Energy Star certified, sink, garbage disposal and paper towel dispenser is also required.

G-3.5.2 Coffee bar area should be equipped with a minimum of five linear feet of full top and bottom cabinets, 18 cubic foot refrigerator, a sink, garbage disposal and paper towel dispenser.

G-3.6 Finishes:

G-3.6.1 All paintable surfaces should be painted prior to occupancy. All paint used should be semi-gloss or egg shell latex enamel with a washable and scrub-able finish.

G-3.6.2 Carpet should meet or exceed the following specifications:

Face/Yarn Weight:	22 oz. minimum
Secondary Backing:	Tufted loop/tip shear/cut pile with lifetime warranty against fray, edge ravel, zippering and delamination
Dye Method:	Solution or yarn dyed
Fiber Content:	Commercial BCF Nylon type 6 or 6.6
Density:	5,500 oz. or greater per cubic yard
Gauge:	Minimum 1/10”
Stitches:	Minimum 9.0 per inch

Warranty:	10 year commercial wear
Flammability:	Pass pill test, ASTM D-2859
Critical Radiant Flux:	Class I; not less than .45 watts ASTM E648
NBS Smoke Density:	(NFPA-258), less than 450
Static Control:	S/B AATCC-134, less than 3.5 KV
Adhesive for Installation:	Solvent free

If the Bidder chooses to provide carpet tile in lieu of broadloom carpet, the carpet tile should meet or exceed the following specifications:

Face/Yarn Weight:	18 oz. minimum
Construction:	Tufted loop/tip shear/cut pile with lifetime warranty against fray, edge ravel, zippering and delamination
Dye Method:	Solution or yarn dyed
Fiber Content:	Commercial BCF Nylon type 6 or 6.6
Density:	5,500 oz. or greater per cubic yard
Gauge:	Minimum 1/10"
Stitches:	Minimum 9.0 per inch
Warranty:	10 year commercial wear
Flammability:	Pass pill test, ASTM D-2859
Critical Radiant Flux:	Class I; not less than .45 watts ASTM E648
NBS Smoke Density:	(NFPA-258), less than 450
Static Control:	S/B AATCC-134, less than 3.5 KV
Adhesive for Installation:	Solvent free

Carpet or carpet tile should be approved by the Carpet and Rug Institute's Indoor Air Quality Testing Program. If an existing facility with carpeting is proposed, the carpeting should be replaced. Carpet or carpet tile should be provided in all areas except for restrooms, lounge, coffee bars, UA rooms, janitorial rooms, storage and lobby areas. These areas should have 1/8" vinyl resilient floor tile or equivalent.

G-3.6.2.1 If the Bidder takes a variance to the carpet specifications and the carpet the Bidder selects wears out, the Bidder will be required to replace the worn carpet at no cost to the state, including the cost to move Tenant furniture and equipment.

G-3.6.3 Finish materials in exitways must conform to ASTM E-84 flame spread rating of 0-25; corridors leading to exitways 26-75; offices and rooms 76-200; occupied basements 26-75 unless direct exit to outside is provided. Application of finishes must conform to code requirement relating to non-combustible backing, furring and fire-stopping.

G-3.6.4 Division of Facilities Management, Design and Construction (FMDC) must be consulted in the selection of all interior colors. Material samples must be submitted to FMDC for approval prior to installation. The sample must be accompanied by manufacturer's product data specifications. At a minimum, samples must be submitted for carpet, vinyl, paint, countertops, wall coverings, and vinyl cove base.

G-3.7 Growth Space: All growth space represents future office space requirements. Growth space should be built out completely as finished space. The type of space (open or private office) is indicated in Attachment A.

G-3.8 Janitorial Closet: The janitor's closet should be equipped with a mop sink with hot and cold water. A minimum of 10 lineal feet of storage shelves should also be provided.

G-4. HVAC SYSTEM:

G-4.1 The HVAC system should meet the latest edition of ASHRAE 90.1.

G-4.2 The HVAC equipment/systems supplied must provide a means for air cleaning/filtering, dehumidifying, tempering and distribution. Air distribution must consist of receiving return air from the conditioned space, mixing it with outside air as required, tempering it and delivering it to the conditioned space. All private rooms should have a return air duct to maintain circulation.

G-4.2.1 The HVAC system must be sized to offset all loads as dictated by intended space usage, internal and external building gains and losses, loads created by infiltration and outside air brought into the building. The system must be sized in occupiable area(s) to comply with the minimum outside air requirements set forth in the latest edition of the ASHRAE Pocket Guide. In addition, the air circulation control system must be designed to maintain an inside temperature of 74 +/- 2°F in all areas of the building when outdoor temperature is between ASHRAE winter and summer design temperatures, i.e. economizer conditions.

G-4.2.2 Since outside air will be introduced into the system, some recirculation air must be exhausted. The system must be capable of exhausting recirculated air to the outside without the possibility of the exhaust air reentering the building immediately after exhaust. When the building is unoccupied the system may close the outside air inlet duct for temperature control of space. All private rooms should have a return air duct to maintain circulation. The Lessor must provide drawings clearly showing all ventilation airflow.

G-4.2.3 The HVAC system must be of a low velocity design with filtered and balanced supply air to each zone. Air leakage in supply and return ducts must be minimal. All ducts must be firmly supported and free of vibration. Sufficient balance dampers must be provided to properly balance the system. The air system should be essentially noise-free and meet minimum noise criteria levels per ASHRAE standards.

G-4.2.4 All HVAC systems, heating only, cooling only or heating and cooling, shall be controlled by a minimum of one thermostat. In addition, the environmental control systems must be designed and constructed so that each area within the building that has inherently different heating and cooling requirements can be individually controlled from within that area. For example, a row of south facing full height perimeter offices with windows may comprise one zone and an equally occupied interior space would be another. Special areas, identified as containing computers or other heat generating equipment, conference rooms and kitchens, all have inherently different heating and cooling requirements and therefore should have individual controls or zones.

G-4.2.5 The control system should provide for automatic night setback, having the capability to automatically control the HVAC system fans to run continuously during occupied times and only when heating or cooling is required during unoccupied times. The system should be able to switch from heating/cooling automatically.

G-4.2.6 The HVAC system capacity should be sized to allow for a warm-up (pick-up) cycle from a 10°F temperature set back.

G-4.2.7 Controllers for multi-zone reheat systems (excepting variable air volume) must be designed to satisfy the warmest zone with the highest cold air supply temperatures.

G-4.2.8 The air system controls should provide for an automatic humidity control per ASHRAE Comfort Standard 55, latest edition. Humidistats should be mounted on a wall in an accessible area.

G-4.2.9 Ventilation for the lobby, reception, interview room(s), interview booth(s), public restroom(s) or conference rooms, testing rooms and UA rooms should be on a separate HVAC zone from the rest of the facility and should exhaust a minimum of 150 cfm per room. For reception areas and conference rooms 300 square feet or larger, the exhaust should be sized for .5 cfm X the square feet of the room (e.g. a 400 square foot reception area X .5 = 200 cfm required per room). Ventilation fans should be remotely located.

G-5. DATA/TELECOMMUNICATIONS REQUIREMENTS:

G-5.1 Data/Telecommunications (d/t) Room(s): The Lessor must provide a d/t room(s) to support specific equipment and wiring requirements. The room(s) should be centrally located, free of any electrical panels or water sources (i.e. hot water heaters, mop sinks, etc.) and must have a minimum of one 8' X 4' X 1/2" sheet(s) of plywood mounted on three walls horizontally (with the top edge at 7' and away from the wall 1-1/2") above the required

electrical outlets. If the plywood extends beyond the length of one wall, it should be located on an adjacent wall. The mounting of the data equipment racks is the Lessor's responsibility. If a building has multiple data rooms, they must be connected by a minimum 3" raceway pipe to carry backbone and other connecting cable from room to room. The d/t rooms should be located directly above each other on a vertical plane within a multi-story building.

G-5.2 The Lessor must prepare the facility to accommodate the installation of d/t wiring by the Tenant (or contractor of the Tenant) to all workstations. Accessibility for wiring may be attained by utilizing enclosed ceilings, raised data flooring, the equivalent of Walker Duct, columns or systems furniture. Power poles are not acceptable. Additional d/t requirements are described in agency special requirements (Attachment C).

G-5.3 The Lessor must provide a raceway to accommodate service entry by the telephone company from the exterior of the facility to inside the d/t room. The specifications for the raceway should be obtained from the local service provider.

G-5.4 The Lessor must size raceways for a minimum of .255 square inch per workstation in the floor duct or raceway. Any raceway/conduit installed above a Sheetrock ceiling must be extended to be fully accessible. Additional information can be referenced in the Attachment C.

G-5.5 The Lessor is not responsible for the d/t cable/wire nor the required connector and cover. The Lessor must provide covers for any unused d/t boxes.

G-5.6 Environmental: The d/t equipment room must maintain an operating temperature range of 50° to a maximum of 80° Fahrenheit with a non-condensing, relative humidity of 20% to 70%, maintained 24 hours a day, seven days a week. The equipment in the d/t room will be operational 24 hours a day, seven days a week.

G-5.7 If the total Btu/hour of the controller/modem/data is less than or equal to 9,000 Btu/hour, a properly ventilated d/t room with a minimum of a 400 cfm, 120V exhaust fan controlled by a line/voltage/thermostat should keep the d/t room within the cooling limits specified above.

G-5.8 If the total Btu/hour of the controller/modem/data is greater than 9,000 Btu/hour, the HVAC system must be set up such that the d/t room has its own self-contained unit and is controlled to maintain the appropriate parameters as set forth above.

ATTACHMENT H

JANITORIAL SERVICE SCHEDULE

The Lessor shall perform the following tasks in order to keep all surfaces clean and free of dust, cobwebs, spots, spills, scuffs, other debris, etc. The Lessor shall perform the listed tasks between the hours of 6:00 p.m. and 12:00 a.m., Monday through Friday, excluding State holidays, unless other days or times are approved by the Tenant.

1. DAILY REQUIREMENTS: (MONDAY THROUGH FRIDAY).

- a. Empty all general office area wastebaskets and deposit the trash into appropriate waste disposal containers. Replace trash liners, as needed.
- b. Clean all kitchen and break rooms, including washing and disinfecting all hard surfaces. Clean and disinfect sinks.
- c. Clean and disinfect drinking fountains.
- d. Clean toilet bowls and seats, urinals, hand basins, counter tops, and the walls around these fixtures.
- e. Clean all restroom mirrors, bright work, chrome pipes, and fittings.
- f. Thoroughly sweep all hard surface floors to give a clean appearance.
- g. Sweep and wet mop all restroom and break room floors using a disinfectant.
- h. Clean restroom stall partitions, doors, door frames, and push plates (all sides). Dust or wipe all horizontal surfaces.
- i. Empty and clean (inside and out) all restroom, break room, coffee bar, and lobby trash containers and disposals; change liners daily. Replace all sanitary napkin receptacle liners.
- j. Restock restroom dispensers to normal limits (soap, toilet tissue, paper towels).
- k. Wash all conference and break room tables, as needed.
- l. Sift sand and remove cigarette butts from all smoking receptacles outside the building(s).
- m. Remove full recycle bins to designated pick-up areas and replace with empty recycle bins, if applicable.
- n. Clean janitorial closets after completion of the daily tasks and before exiting the building(s).
- o. Address any and all related and conditional miscellaneous janitorial cleaning duties which may arise as a result of accidental spilling of any office materials or supplies.
- p. Report any and all damage found.

2. WEEKLY REQUIREMENTS: ONE (1) TIME PER WEEK.

- a. Thoroughly wash, clean and disinfect all wastebaskets, as needed.
- b. Thoroughly vacuum all carpet, including all entrance and exit rugs/mats. As stains appear, spot clean the carpet.

- c. Thoroughly sweep and wet mop all hard surface floors (as needed) to give a clean and satisfactory appearance.
- d. When necessary, replace entrance and exit rugs/mats.
- e. Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass.
- f. Remove all trash and debris from the outside perimeter of the building(s), including parking lot(s). Sweep sidewalks ten feet (10') from all entrances/exits.
- g. Pour five (5) gallons of water down each floor drain.

3. MONTHLY REQUIREMENTS:

- a. Damp mop and thoroughly machine scrub/buff all finished floor areas, removing all scuffs and black marks.
- b. Dust all flat surfaces including, but not limited to, file cabinets, conference tables and stands, bookshelves, coat racks, window sills, hand rails, cubicle partition tops and bases, etc.
- c. Clean and disinfect all walls, baseboards, doors, frames, partition surfaces, light switches, light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures, and remove cobwebs from all ceilings, doors and corners within the building(s).
- d. Clean the tops, fronts, and sides of all vending machines.
- e. Clean/dust all venetian/mini-blinds.
- f. Brush and spot clean fabric furniture as needed.
- g. Clean/vacuum all vents and air diffusers (supply and return).

The Lessor must notify the lead tenant contact person at least seventy-two (72) hours in advance of annual floor work in order for the building tenants to prepare. In addition, the lessor shall resolve problem areas as requested by the lead tenant contact person.

4 ANNUAL REQUIREMENTS:

- a. Deep clean all carpet via wet extraction method.
- b. Strip and refinish all finished hard-surface VCT floors. Apply five (5) coats of skid proof finish on vinyl floor tile.

The above is the minimum schedule of cleaning necessary. The Lessor shall furnish plastic wastebasket liners, toilet tissue, paper towels, liquid/foam hand soap, disposable liners for sanitary napkin cans, sand for ash trays, entrance/exit mats, blood and bodily fluid clean-up kits, all cleaning products, Safety Data Sheets (SDS), MSHP fingerprint background check and confidentiality oath sheet on each janitorial employee. In the process of performing the requirements of the contract, personnel may become aware of information required by law to be kept confidential. Therefore, personnel must not at any time disclose, directly or indirectly, any information gained during the performance of the janitorial services. The state agency and/or lead tenant contact person shall have the right to deny access to the building to any of the personnel for any reason.

ATTACHMENT I

PROPOSAL EVALUATION

(See Attachment J for overview of Bid/Evaluation/Award and Lease Process)

I-1. CRITERIA FOR EVALUATION: The Lease will be awarded to the Bidder offering a premises that is judged by the Division of Facilities Management, Design and Construction as being the lowest and best proposal offered. In judging the lowest and best proposal, 75% of the scoring will be attributed to the lowest responsive base bid annual cost and 25% to the best responsive bid.

I-1.1 All Bidders submitting responsive proposals with the required surety document will be offered an opportunity to meet with the individual or individuals performing the evaluation of the proposals. Proposals that do not include the required surety document or are obviously non-responsive will be eliminated from consideration.

I-1.2 All proposals will be evaluated based on the square footage set forth in the RFP. Proposals offering less square footage will be judged non-responsive and eliminated from consideration. Proposals offering more square footage may be judged non-responsive and eliminated from consideration.

I-1.3 The responsive proposal offering the lowest responsive base bid annual cost will be assigned .75 points. The number of points assigned to all other proposals will be determined by their relative position to the lowest priced proposal. For example, if two proposals are received, one for \$50,000 and one for \$45,000, 75 points will be assigned to the \$45,000 proposal and 67.5 points to the \$50,000 proposal.

Lowest Responsive Base Bid Annual Cost		X	Maximum Cost Points	=	Cost Points
45,000		X	75 points	=	67.5
50,000		X	75 points	=	67.5

I-1.3.1 If the RFP requests that proposals offer a one-time payment for a special provision, i.e., communication wiring and/or equipment, security devices, etc., the cost effectiveness of the one-time payment will be evaluated separately from the base bid.

I-1.3.2 If a variance is requested and accepted for part or all of Item F-5.6, the following will be added to the proposed rental rate.

Parking (annual cost)	\$600.00 per space - outstate, Cole County
Parking (annual cost)	\$900.00 per space - metro

I-1.4 An evaluation committee will meet with each Bidder to review the proposals and perform a comparative assessment of the relative benefits and deficiencies of the proposals using subjective judgment to determine the best proposal.

I-1.5 All Bidders must attend the bid evaluation. The Bidder will be expected to provide a detailed presentation of his bid proposal. Subjective points will be awarded based on a review of the proposal and the information provided during the presentation. Failure to attend the bid evaluation will result in a score of zero for the 25 potential subjective points.

ATTACHMENT J

BID/EVALUATION/AWARD & LEASE PROCESS

- J-1. Tenant submits information regarding operational needs and program requirements to Division of Facilities Management, Design and Construction (FMDC).
- J-2. FMDC develops the Request for Proposal (RFP).
- J-3. RFPs are posted on MissouriBUYS and are sent by FMDC directly to individuals and organizations who have indicated interest.
- J-4. Proposals are received through MissouriBUYS until the specified date and time for bid opening.
- J-5. FMDC reviews proposals submitted through MissouriBUYS.
- J-6. FMDC records and secures surety documents, if applicable, and transmits a copy of the proposals to the Tenant agency or agencies.
- J-7. FMDC conducts an evaluation of the proposals in accordance with the published Lease Policy.
- J-8. FMDC formally notifies the successful and unsuccessful Bidders. (This constitutes the Notice of Award and is contingent upon the successful Bidder's compliance with all provisions of the RFP and accepted Proposal Form.)
- J-9. FMDC, in accordance with the published Lease Policy, schedules a pre-design meeting with the Bidder and Bidder's architect to devise an internal floor plan that accommodates the Tenant's operational needs. After the meeting, FMDC will provide the successful Bidder an acceptable floor plan.
- J-10. Successful Bidder submits to FMDC the required plans, signed and sealed by an Architect/Engineer, and pertinent data for lease development.
- J-11. FMDC reviews submitted plans and data in accordance with the published Lease Policy.
- J-12. Following plan review and approval, FMDC issues the Notice to Proceed and establishes the actual completion and occupancy dates. Upon compilation of vendor and lease data, FMDC submits the Lease to Lessor for appropriate signature.
- J-13. The Lessor returns the signed Lease to FMDC to obtain appropriate signatures of Lessee.
- J-14. FMDC submits fully executed Lease to Lessor.
- J-15. FMDC performs a physical inspection of the premises to validate conformity to specifications and approved plans and issues the Certificate of Conditional Acceptance. The Lessor will be notified of any deficiencies and be required to take corrective action within a specified time period.

ATTACHMENT K

STATE OF MISSOURI
LEASE OF REAL PROPERTY

THIS LEASE, No. , made and entered into this day of **Error! Bookmark not defined., Error! Bookmark not defined.**, by and between (State of Missouri Vendor Number), hereinafter called the Lessor, and the State of Missouri, by the Office of Administration, Division of Facilities Management, Design and Construction, hereinafter called the Lessee, on behalf of the Department of , hereinafter called the Tenant.

WITNESSETH: That the Lessor, in consideration of the covenants of said Lease hereinafter set forth, does by these presents lease to said Lessee, under the terms and conditions set forth, the premises described as follows:

(County), Missouri **Error! Bookmark not defined.**, hereinafter called “premises” and consisting of net rentable square feet.

1. **TERM OF LEASE**

- (a) The said Lease shall commence , and end June 30, **Error! Bookmark not defined.**
- (b) The Lessor grants to the Lessee the option to renew said Lease for successive one-year periods, hereinafter called “renewal periods.”
- (c) The expiration of the final “renewal period” shall be June 30, **Error! Bookmark not defined.**

2. **RENTS**

The annual rent shall be in the amount of **DOLLARS AND CENTS (\$)**, payable monthly in arrears in the amount of **DOLLARS AND CENTS (\$)**.

3. **RENEWAL TERMS**

- (a) The Lessee shall be deemed to have exercised its option to renew said Lease for the succeeding one year period unless the Lessee notifies the Lessor, in writing, of its intent to vacate the premises not less than 60 consecutive calendar days prior to the expiration of any period for which the premises are let. The Lessee need not notify the Lessor of its intent to vacate at the end of the final renewal period.
- (b) The Lessor grants to the Lessee the option to extend the Lease for three (3) 2 month periods following the final renewal period at the same rental rate as paid during the final renewal period. Lessee must notify Lessor of its intent to exercise the extension no later than 30 days before the expiration of the final renewal period or 30 days before the expiration of any extension period.
- (c) In the event the Lessee remains in possession of the premises after the expiration date of said Lease without extending the Lease or without executing a new Lease, the Lessee shall be deemed to be occupying the premises as a Lessee from month-to-month, with the parties therefore subject to existing provisions of law and all of the conditions of said Lease insofar as they are applicable to a month-to-month tenancy, except that the Lessor agrees to accept the said rental rate on a monthly basis until the premises are vacated by the Lessee or until the parties enter into a new agreement, whichever is sooner.

4. **CONSTRUCTION AND RENOVATION**

- (a) The Lessor shall remodel, construct, and equip the premises in accordance with RFP No. and Bid Proposal, which are made a part hereof by reference, and the premises shall be prepared to the satisfaction of the Lessee. The building and premises must be accessible as defined by the Americans with Disabilities Act Standards for Accessible Design and must follow the requirements of the 2010 Standards, including both the Title II regulations at 28 CFR 35.151; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D, as promulgated by the Federal Government.
- (b) In the event the Lessor fails to remodel, construct and equip the premises in accordance with Paragraph (4) (a) by the guaranteed occupancy date as stated in Lessor's Bid Proposal, liquidated damages in the amount of twice the per diem rental shall be assessed for each calendar day thereafter that the Lessee is prevented from occupying the premises by reason of such failure, and the rent provided for herein shall be forfeited and shall not be payable until the premises are ready for occupancy.
- (c) Extensions of time for the date of occupancy may be granted by Lessee for delays due to abnormal weather, which actually impedes work progress. The records of the U.S. Weather Service for the last ten years for the time and place of occurrence of the abnormal weather shall be used to establish what is normal. Time extensions may also be granted for delays due to labor strikes, acts of God, fire, and non-delivery of materials by third persons, provided Lessor provides satisfactory evidence that the materials were ordered in sufficient time to support ordinary construction progress.
- (d) The Lessor understands and agrees that all alterations, renovations and improvements made to the premises during the life of the Lease including all extension periods, shall be made in accordance with requirements as set forth in Chapter 290, RSMo.

5. **SERVICES, FEES AND ASSESSMENTS**

- (a) The Less agrees to pay for the utilities of heat, air conditioning, water, sewer, light, steam, gas and electricity.
- (b) The Less agrees to provide and pay for janitorial services, equipment and supplies, including paper products (restroom tissue, paper towels, etc.).
- (c) The Lessor agrees to provide **Error! Bookmark not defined.** parking spaces located on the premises or within a reasonable distance from the premises.
- (d) The Lessor shall furnish all fluorescent, incandescent or LED light bulbs and exterior lighting necessary on the premises. Thereafter, the Lessor shall furnish and the Lessor shall install replacements for all fluorescent, incandescent light bulbs and exterior lighting necessary on the premises.
- (e) The Lessor shall permit the Lessee to install communication systems necessary for the conduct of the Lessee's business and said systems shall remain the property of the Lessee. Upon termination of this Lease, any data/telecommunications wiring enclosed within the walls or ceiling shall become property of Lessor.
- (f) The Lessor will provide and pay for general garbage and trash removal from the premises.
- (g) The Lessor agrees to direct and pay for removal of snow and ice from sidewalks and parking area, and to provide, and pay for, general lawn care.
- (h) The Lessor agrees to provide and pay for effective and safe pest control.

- (i) The Lessor agrees to pay for storm water assessments, ad valorem taxes and any other fees or assessments made in connection with the ownership, possession or use of the premises to include monthly service charges for monitoring of fire alarm systems and phone lines within elevators required for compliance with life safety codes.

6. USE OF PREMISES

The Lessee agrees to use the premises for office space, so long as such use shall be deemed feasible by the Lessee, and the Lessee shall have the right to assign its rights under said Lease, in whole or in part, to any other governmental agency, subject to the same conditions of said Lease. Lessee may not assign its rights under said Lease to any non-governmental party without the written consent of the Lessor. The Lessee, at its option, may sublease all or a portion of the demised space to any governmental, not-for-profit or private entity.

7. ALTERATIONS AND IMPROVEMENTS

The Lessee shall have the right to make alterations, attach fixtures and erect additions, structures or signs in or upon the premises, which fixtures, additions or structures so placed upon or attached to the premises shall be and remain the property of the Lessee and may be removed and otherwise disposed of by the Lessee. The above changes or alterations shall in no way weaken or cause structural injury to the premises, and the altered part of the premises shall, upon removal by the Lessee, be returned to the condition existing prior to such change, alteration, installation, ordinary wear and tear excepted, if required by the Lessor.

8. PREMISE MAINTENANCE

- (a) The Lessor shall maintain the premises in good repair and tenantable condition, including buildings, equipment, HVAC filters, fixtures and any other property furnished by the Lessor to the Lessee under said Lease. The Lessor will inspect emergency and exit lighting systems, fire extinguishers and heat and smoke detectors annually. Any malfunctioning equipment must be immediately repaired or replaced. Record of inspections shall be maintained and signed by the inspecting agent with a copy given to the Tenant agency. For the purpose of so maintaining the premises and property, the Lessor may, at reasonable time and with the approval of the Lessee's authorized representative, enter and inspect the premises and make any necessary repairs.
- (b) In the event the premises fall into disrepair or untenable condition arising from the Lessor's failure to perform maintenance as required by paragraph (8) (a), such that the Lessee or its employees' ability to safely or comfortably conduct business is substantially impaired, the Lessee shall notify the Lessor in writing of the general nature of the disrepair or untenable condition. Lessor shall have 14 consecutive calendar days from the date of this notice to take whatever measures are necessary to correct the disrepair or untenable condition to the Lessee's reasonable satisfaction. If the Lessor fails or neglects to take measures to correct the disrepair or untenable condition within such 14 day period, then the Lessee may, at its option, (1) take measures to correct the disrepair or untenable condition and abate the cost of such corrective measures from the rent otherwise due without prejudice to other judicial remedies the Lessee may seek; (2) exercise its option to terminate said Lease without additional notice, vacate the premises, and recover any rent paid in advance for the period subsequent to the date that Lessee vacates the premises as well as the costs incurred by the Lessee in vacating the premises and in finding a new location; or (3) withhold all rental payments pending correction of the disrepair or untenable condition.

9. DAMAGE OR LOSS OF PREMISES

- (a) The Lessee agrees to pay for any damage to the premises caused by the acts of Lessee or its employees, ordinary wear and tear excepted.
- (b) If the premises are damaged or destroyed by fire or other casualty so as to render the premises untenable, the rent shall be abated or reduced proportionately according to the usable square feet

remaining on the premises as determined by the Lessor and Lessee until the premises are restored by the Lessor. The Lessor shall not be obligated to repair or restore the premises in the event of such damage. However, the Lessor shall notify the Lessee in writing of its intent concerning repair and restoration of the premises within 15 consecutive calendar days after the date of such damage. In the event the Lessor elects not to repair or restore the premises, or in the event the Lessor elects to repair or restore the premises and they are not restored to a condition substantially as good as prior to such damage within 60 consecutive days from the date of such damage, the Lessee may, at its option, terminate the Lease by giving the Lessor **ten** consecutive calendar days written notice of its intent to do so, and the Lessor shall return to the Lessee any rent paid in advance for the period subsequent to the effective date of said notice.

10. **DISREPAIR**

If, at any time, during the period of said Lease a public official, agency, architect or professional engineer registered in the State of Missouri determines that the premises do not comply with building codes, ordinances and requirements or that the premises are not in an adequate state of repair, are disruptive to the Tenant services and program delivery, or are not safe for occupancy, Lessee shall notify Lessor of such fact and the Lessor shall respond within 24 hours with a proposed solution for correction of deficiencies. Lessor shall have any such deficiencies corrected within **five** consecutive calendar days of the date of such notice, or within an extension period granted at the option of Lessee. If the Lessor fails or neglects to correct such deficiencies within said time period, Lessee may, at its option, terminate said Lease without additional notice, vacate the premises and recover any rent paid in advance for the period subsequent to the date that Lessee vacates the premises as well as the costs incurred by Lessee in vacating the premises and in finding a new location.

11. **INDEMNIFICATION**

The Lessor shall indemnify and hold the Lessee harmless from all liabilities, charges, expenses (including counsel fees) and costs arising on account of or by reason of any injuries, liabilities, claims, suits or losses directly resulting from a dangerous condition existing on the premises at the time of the injury, unless the said dangerous condition shall have been caused or created by or have resulted from the wrongful act or omission of an employee of the Lessee within the course of said employee's employment.

12. **NOTICES**

Any notice by Lessor concerning said Lease shall be deemed sufficient if sent by overnight mail or certified mail, recipient signature or return receipt requested, to:

Office of Administration
Division of Facilities Management, Design and Construction
Real Estate Services
P. O. Box 809
301 West High Street, Room 730
Jefferson City, Missouri 65102

Any notice by Lessee concerning said Lease shall be deemed sufficient if sent by the Division of Facilities Management, Design and Construction, by overnight mail or certified mail, recipient signature or return receipt requested, to the mailing address provided and updated by Lessor.

13. **APPROPRIATIONS**

It is understood and agreed between the parties that the lease is contingent upon the Lessee receiving monies to fund rental and all other payments due under said Lease which are annually appropriated by the Missouri General Assembly for one fiscal year which begins on July 1 and ends June 30. Said Lease shall not be binding upon the Lessee unless and until general appropriations have been made by the Missouri General Assembly and, if applicable funds have been received from the United States Government for a payment of

rental or for any other payment under said Lease on behalf of the Lessee for any fiscal year during the initial period or any renewal or extension period of said Lease. In the event that sufficient funds are not appropriated, the lease shall be deemed to have expired of its own terms, and Lessee shall have no further obligation hereunder.

14. **BINDING AND ENTIRE AGREEMENT**

The covenants and agreements contained in said Lease shall be binding upon and shall inure to the benefit of the parties of said Lease, their respective successors, administrators, executors and assigns.

IN WITNESS WHEREOF, we have hereunto affixed our signatures.

LESSEE:

LESSOR:

Office of Administration

By: _____

By: _____

Facilities Management, Design & Construction

Date: _____

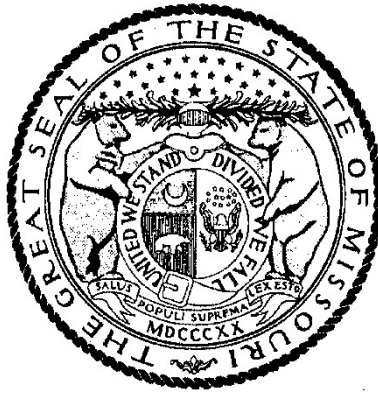
Date: _____

:sn

Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



MICHAEL L. PARSON, Governor

Annual Wage Order No. 27

Section 012
BUTLER COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by
Taylor Burks, Director
Division of Labor Standards

Filed With Secretary of State:

March 10, 2020

Last Date Objections May Be Filed: April 9, 2020

Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$43.77
Plasterer	
Communications Technician	*\$20.33
Electrician (Inside Wireman)	\$67.67
Electrician Outside Lineman	*\$20.33
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	*\$20.33
Glazier	*\$20.33
Ironworker	*\$20.33
Laborer	\$36.45
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	*\$20.33
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	*\$20.33
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$38.34
Plumber	\$64.42
Pipe Fitter	
Roofer	\$40.91
Sheet Metal Worker	\$58.19
Sprinkler Fitter	*\$20.33
Truck Driver	*\$20.33
Truck Control Service Driver	
Group I	
Group II	
Group III	

Group IV	
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*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

Heavy Construction Rates for
BUTLER County

Section 012

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	*\$20.33
Millwright	
Pile Driver	
Electrician (Outside Lineman)	*\$20.33
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$44.87
General Laborer	
Skilled Laborer	
Operating Engineer	\$59.46
Group I	
Group II	
Group III	
Group IV	
Truck Driver	*\$20.33
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

OVERTIME and HOLIDAYS

OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January First;
The last Monday in May;
July Fourth;
The first Monday in September;
November Eleventh;
The fourth Thursday in November; and December Twenty-Fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

ATTACHMENT M

PREFERENCE FOR HISTORIC BUILDINGS AND/OR BUILDINGS LOCATED
WITHIN A CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT,
MAIN STREET PROGRAM DISTRICT OR OTHER LOCAL REVITALIZATION DISTRICT
IN URBAN CORES, SUBURBS, CITIES, TOWNS AND RURAL COMMUNITIES

M-1. HISTORIC PREFERENCE:

M-1.1 Preference will be given to bidders offering space in buildings individually listed in the National Register of Historic Places or properties, which are a contributing element of a National Register Historic District or a certified local district.

M-1.2 All bidders requesting historic preference (referenced in M-1.1) must complete Section D-9 of the proposal form (Attachment D) and submit with the bid proposal to include the property address and name of the historic district. Include a photograph of the front elevation of the facility and a streetscape view showing the adjoining buildings.

M-1.3 Such preference will result in the automatic score of 4 (out of 5) points under the Subjective Evaluation.

M-1.4 Preference will also be given to bidders offering space in buildings which may have been determined to be eligible for listing on the National Register of Historic Places by the State Historic Preservation Office in the Department of Natural Resources.

M-1.5 All bidders requesting historic preference (referenced in M-1.4) must complete Section D-10 of the proposal form (Attachment D) and submit with the bid proposal to include a copy of the eligibility assessment and photographs. Include a photograph of the front elevation of the facility and a streetscape view showing the adjoining buildings.

M-1.6 Such preference will result in the automatic score of 3 (out of 5) points under the Subjective Evaluation Score Sheet.

M-2. CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT, MAIN STREET PROGRAM DISTRICT OR OTHER LOCAL REVITALIZATION DISTRICT PREFERENCE:

M-2.1 Preference will be given to bidders offering space in buildings, which are located within any of the following specialized districts: Central Business, Community Improvement, Main Street Program or other Local Revitalization districts. An eligible property must be located within one of the specialized districts as designated by the local municipality.

M-2.2 All bidders requesting preference for specialized districts (referenced in M-2.1) must complete Section D-10 of the proposal form (Attachment D) and submit with the bid proposal to include verification by the city or local Government Official that the structure is located within one of the above designated areas. This documentation must also include a map identifying the street boundaries of such district, location of the proposal and date the local community designated the applicable district.

M-2.3 Such preference will be extended to buildings within the specialized districts (referenced in M-2.1) and will result in the automatic score of 4 (out of 5) points under the Subjective Evaluation Score Sheet.

M-3. HISTORIC & CENTRAL BUSINESS DISTRICT, COMMUNITY IMPROVEMENT DISTRICT, MAIN STREET PROGRAM DISTRICT, OR OTHER LOCAL REVITALIZATION DISTRICT PREFERENCE:

Proposals seeking preference for **both** historic and a specialized district must follow all criteria stated in M-1 and M-2. If the proposal meets both criteria, such preference will result in the automatic score of 4 (out of 5) points for proposals which are both eligible for the Historical Register and located in a Specialized district and 5 (out of 5) points for proposals which are Certified on the Historical Register and located within a Specialized District.

ATTACHMENT N

CONSTRUCTION SCHEDULES, PROGRESS REPORTS, SPACE EFFICIENCY,
DEFAULT IN DELIVERY-TIME EXTENSIONS,
PROPOSAL EVALUATION AND LEASE ACQUISITION
ENVIRONMENTAL ASSESSMENT

N-1. CONSTRUCTION SCHEDULES:

N-1.1 Within ten calendar days of issuance of the Notice of Award, the successful Bidder must submit a tentative construction schedule giving the dates on which the various phases of construction will be completed to coincide with the "Construction Time from Notice to Proceed to Completion" noted on Attachment D, Section D-7.

N-1.2 The tentative schedule shall include timing for completion of design and construction milestones including but not limited to: 1) submission of architectural drawings (Attachment F, Section F-8), 2) review and approval of plans and specifications by local political subdivision where construction or renovations shall take place, 3) issuance of building permit, 4) start of construction, 5) completion of principal categories of work, 6) issuance of building occupancy permit 7) phased completion and occupancy (if appropriate) 6) final construction completion date.

N-1.3 A final construction schedule must be submitted by the successful bidder within 10 working days from issuance of the written Notice to Proceed by Division of Facilities Management, Design and Construction (FMDC). The final construction should reflect accurate and updated timeframes for the design and construction milestones stated above in N-1.2.

N-2. PROGRESS REPORTS: After the start of construction, the successful bidder should submit written progress reports at intervals of 10 working days. Each report shall include information as to 1) percentage of the work completed by the phase and trade, 2) a statement as to the expected completion and occupancy date, 3) changes occurring in the project and 4) general remarks on such items as material shortages, strikes, weather, etc. In addition, at the discretion of FMDC the successful bidder shall conduct a weekly meeting to brief FMDC personnel and/or contractors regarding the progress of design and construction of the RFP. Such meeting shall be held at a location to be designated by FMDC.

N-3. SPACE EFFICIENCY:

N-3.1 To demonstrate the potential for efficient layout, the bidder may be requested to provide a test fit layout at the bidder's expense when the space proposed contains certain features to include, but not be limited to; narrow column spacing, atrium, light wells or other areas interrupting contiguous spaces, extremely long, narrow runs of space, irregular space configurations or other unusual building features.

N-3.2 FMDC will advise the bidder if the test fit layout cannot accommodate the requirements of the RFP. The bidder will have the option of increasing the square footage offered at no additional expense to the state. The State may choose to judge the proposal non-responsive and eliminate it from consideration in accordance with Attachment G, Section G-1.2 through G-1.2-1.

N-4. DEFAULT IN DELIVERY - TIME EXTENSIONS:

N-4.1 With respect to the successful bidder's obligation to deliver the premises by the completion date (Attachment F, Section F-10), time is of the essence. If the successful bidder fails to ensure the substantial completion and issuance of the Certificate of Conditional Acceptance by the guaranteed completion date, FMDC may by notice to the successful bidder terminate this award. Such terminations are effective when received by the successful bidder. The successful bidder is liable for any damages resulting from such terminations as provided in this clause. The State of Missouri shall, at a minimum, be entitled to the following damages:

- (a) The excess rent for the replacement lease or leases above the cost proposed by the successful bidder. If the State of Missouri procures replacement lease or leases, which are in excess of the term of this award, the successful bidder is not liable for excess rent or adjustments during such excess of the lease term.
- (b) All administrative and other cost the State of Missouri incurs in procuring a replacement lease or leases.
- (c) Other, additional relief provided for in this award and/or lease as stated in Attachment F, Section F-6.4, and Attachment K, Section 4.

N-4.2 Damages to which the State of Missouri is entitled to under this clause are due and payable thirty (30) days following the date the successful bidder receives written notification from FMDC.

N-4.3 FMDC shall not terminate this award under this clause nor charge the successful bidder with damages under this clause if 1) the delay in completion of the work arises from excusable delays as stated in Attachment K, Section 4C and 2) the successful bidder within 10 days from the beginning of any such delay notifies FMDC in writing of the causes of the delay and such causes are deemed excusable by FMDC in its sole discretion. FMDC shall review the extent of the delay and if the facts warrant, FMDC may extend the guaranteed completion date to the extent there are no additional costs to the State of Missouri. Failure by the successful bidder to obtain building permits, zoning variations or other approvals to proceed with the project shall not be excusable per se. A time extension is the sole remedy of the successful bidder and will be issued at the sole discretion of FMDC.

N-5. PROPOSAL EVALUATION AND LEASE ACQUISITION:

N-5.1 In accordance with the Code of State Regulations (CSR 35-2.030) the Commissioner of Administration and/or FMDC as the designee, is the exclusive representative of the State of Missouri in all real estate leasing transactions except otherwise stated in the CSR. Neither the tenant/using agency nor any individual, organization or group, shall have authority to obligate the State of Missouri in real estate leasing transactions in any form.

N-5.2 All proposals shall be evaluated by the evaluation committee who submit a recommendation for award to the FMDC. FMDC shall award the proposals in accordance with the criteria outlined in Attachment I, the State of Missouri Leasing Policy, the Code of State Regulations (CSR 35-2.010 through CSR 35-2.05060), Executive Orders and other rules and regulations as defined by the Commissioner of Administration and/or FMDC.

N-5.3 The Commissioner of Administration and/or FMDC reserves the right to reject any and all proposals, and may waive any minor informality or irregularity in a proposal. If deemed to be in the best interest of the state, The Commissioner of Administration and/or FMDC may negotiate a particular procurement.

N-6. ENVIRONMENTAL ASSESSMENT:

N-6.1 In accordance with Section G-1.1 of the State of Missouri Specifications and Definitions, the premises must not be located on a site or within an area containing hazardous waste. All bidders must complete section D-11 of the Proposal Form (Attachment D) and include with the bid proposal for each proposed site.

N-6.2 At the discretion of the State of Missouri, a Phase I Environmental Site Assessment (ESA) and/or a lead based paint (LBP) and/or asbestos containing material (ACM) inspection may be required at the sole expense of the bidder.

N-6.3 If required, the Phase I ESA must be conducted by a qualified environmental consulting firm in accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I – Environmental Site Assessment Process, ASTM Designation E 1527-94 (ASTM Practice E 1527 or the ASTM Practice). A certified inspector must also conduct the lead-based paint (LBP) and/or the asbestos containing material (ACM) inspection.

N-6.4 The scope of work for the Phase I ESA may include but not be limited to the following:

- (a) A review of information provided by the client, owner or tenant of the subject property concerning previous environmental assessment reports, known environmental conditions and environmental liens associated with the subject property.
- (b) A site inspection consisting of a visual survey of the subject property and adjoining properties, as accessible for indications of potential environmental liabilities such as areas of chemical storage/handling, surface staining, suspected disposal areas, aboveground and underground storage tanks, sumps and pits, and electrical equipment that may contain polychlorinated biphenyls (PCB). Site photographs may be required to document the present conditions of the subject property and surrounding properties.
- (c) An investigation of historical activities at the site, including interview with individuals, as readily available, which are knowledgeable of previous site uses.
- (d) A review of standard historical sources, as readily available, provided by a commercial service in order to develop a history of the previous uses or occupancies of the subject property and adjoining areas.
- (e) A review of additional state and local records and information concerning the subject property and surrounding properties provided by health departments, fire departments, electrical utility companies and other readily available sources.

N-6.5 All findings of the Phase I ESA and/or the LBP or ACM inspection must be submitted to the State of Missouri. A subsequent Phase II ESA may also be required at the sole expense of the bidder. Upon Notice of Award, any necessary re-remediation actions and associated costs in the development and execution of a remedial action plan from implementation through completion will be the responsibility of the successful bidder.

ATTACHMENT O

MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

Pursuant to 34.074 RSMo, the Office of Administration, Division of Facilities Management, Design and Construction has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entity, are comparable.

Definitions:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. a copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. a completed copy of this exhibit.

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Service-Disabled Veteran's Name
(Please Print)

Service-Disabled Veteran Business Name

Service-Disabled Veteran's Signature

Missouri Address of
Service-Disabled Veteran Business