

REQUEST FOR PROPOSAL

Facility Maintenance Services



File No.: R - DOA27- QP

Solicitation No: 2237635

Proposal Opening Date: 02/18/2010

Proposal Opening Time: 10:00 AM CST

**State of Louisiana
Office of State Purchasing**

**Date of Issuance
11/19/2009**

TABLE OF CONTENTS

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

- 1.1. Background
 - 1.1.1. Purpose
 - 1.1.2. Goals and Objectives
 - 1.1.3. Definitions
- 1.2. Schedule of Events
- 1.3. Period of Agreement
- 1.4. Holiday Schedule
- 1.5. Proposal Submittal
- 1.6. Proposal Response Format
 - 1.6.1. Number of Response Copies
 - 1.6.2. Legibility/Clarity
- 1.7. Confidential Information, Trade Secrets, and Proprietary Information
- 1.8. Proposal Clarification Prior to Submittal
 - 1.8.1. Facility Tours and Pre-Proposal Conference
 - 1.8.2. Proposal Inquiry Periods
- 1.9. Errors and Omissions in Proposal
- 1.10. Proposal Guarantee
- 1.11. Changes, Addenda, Withdrawals
- 1.12. Withdrawal of Proposal
- 1.13. Materials in the RFP
- 1.14. Waiver of Administration Informalities
- 1.15. Proposal Rejection
- 1.16. Ownership of Proposal
- 1.17. Cost of Offer Preparation
- 1.18. Non-Negotiable Contract Terms
- 1.19. Taxes
- 1.20. Proposal Validity
- 1.21. Prime Contractor Responsibilities
- 1.22. Use of Subcontractors
- 1.23. Written or Oral Discussions/Presentations
- 1.24. Acceptance of Proposal Content
- 1.25. Evaluation and Selection
- 1.26. Contract Negotiations
- 1.27. Contract Award Execution
- 1.28. Notice of Intent to Award
- 1.29. Debriefings
- 1.30. Insurance Requirements
- 1.31. Subcontractor Insurance
- 1.32. Indemnification and Limitation of Liability
- 1.33. Fidelity Bond Requirements
- 1.34. Payment for Services

- 1.34.1 Customer Satisfaction Monthly Average Rating
- 1.35. Termination
 - 1.35.1. Termination of Agreement for Cause
 - 1.35.2. Termination of Agreement for Convenience
 - 1.35.3. Contract Continuance
- 1.36. Default of Contractor
- 1.37. Assignment
- 1.38. No Guarantee of Quantities
- 1.39. Audit of Records
- 1.40. Civil Rights Compliance
- 1.41. Record Retention
- 1.42. Record Ownership
- 1.43. Content of Contract/Order of Precedence
- 1.44. Contract Changes
- 1.45. Governing Law
- 1.46. Claims or Controversies
- 1.47. Proposer's Certification of OMB A-133 Compliance
- 1.48. Restriction on Communications with Staff
- 1.49. State-Furnished Property (SFP) and Services
 - 1.49.1 General
 - 1.49.2 Contractor Responsibility
 - 1.49.3 Inventory Management
 - 1.49.4 Facilities
 - 1.49.5 State Furnished Property
 - 1.49.6 Liability for Lost, Damaged, or Destroyed State Property
 - 1.49.7 Initiation of Adjustment Documents for Lost, Damaged or Destroyed State Property
 - 1.49.8 Material
 - 1.49.10 Services
 - 1.49.11 Contractor Parking
- 1.50. Capital Outlay and Office Facilities (O.F.C.) – 5 – Year Plans
- 1.51. Renewal Periods

PART II. INFORMATION REQUIRED FROM PROPOSER

- 2.1 Company Background and Experience
 - 2.1.1 Company Structure
 - 2.1.2 Experience
 - 2.1.3 Project Team
 - 2.1.4 Quality Control
 - 2.1.5 Contracts Terminated
 - 2.1.6 Business Litigation
 - 2.1.7 Felony Convictions
 - 2.1.8 Client Satisfaction
 - 2.1.9 Financial Stability

PART III. EVALUATION

- 3.1 Evaluation and Award Process
- 3.2 Evaluation of Cost
- 3.3 Evaluation of Proposer's Experience, Reliability, Expertise of Personnel, and Method of Performance
- 3.4 Competitive Negotiation of Proposals

PART IV. SCOPE OF SERVICES

- 4.1 General Requirements
 - 4.1.1 Personnel
 - 4.1.2 Key Personnel
 - 4.1.3 Employee Limitations
 - 4.1.4 Employee Roster
 - 4.1.5 Identification of Employees
 - 4.1.6 Personnel Conduct
 - 4.1.7 Employment of Existing Office of State Buildings Staff
 - 4.1.8 Training
 - 4.1.9 Office Space/Work Areas
 - 4.1.10 Facility Management Services
- 4.2 Specific Requirements
 - 4.2.1 Building Envelope and Structure
 - 4.2.2 Central Utilities Plants
 - 4.2.3 Plumbing, Sewer and Water Control
 - 4.2.4 Electrical Systems and Lighting
 - 4.2.5 Heating, Ventilation and Air Conditioning (HVAC)
 - 4.2.6 Building Automation
 - 4.2.7 Uninterruptable Power Supply (UPS) and Emergency Generators
 - 4.2.8 Security and Alarm Systems
 - 4.2.9 Fire Alarm, Fire Sprinkler and Fire Suppression
 - 4.2.10 Kitchen Equipment
 - 4.2.11 Laundry Equipment
 - 4.2.12 Horticultural Services
 - 4.2.13 Pest Control
 - 4.2.14 Pools, Fountains, and Water Features
 - 4.2.15 Elevators
 - 4.2.16 Parking Garage Management
 - 4.2.17 Water Treatment
 - 4.2.18 Janitorial Services
 - 4.2.19 Computerized Maintenance Management Software (CMMS)
 - 4.2.20 Energy Management
 - 4.2.21 Communications Systems
 - 4.2.22 Audio-Visual Equipment
 - 4.2.23 Waste Containers and Compactors

- 4.2.24 Carpet Maintenance
- 4.2.25 Window Cleaning
- 4.2.26 Security Services (For Alternate #1)
- 4.2.27 Inauguration
- 4.2.28 Keys
- 4.3 Standard Repair Service Response Times
- 4.4 After-Hours and Emergency Requests and Repairs
- 4.5 Poor Performance/Re-Work

PART V. FACILITY INFORMATION

5.1 Statewide Facilities

5.1.1 thru 5.1.31 - Baton Rouge Facilities

- | | |
|-------------------------------------|--|
| 5.1.1 State Capitol | 5.1.17 Galvez Building |
| 5.1.2 Capitol Annex | 5.1.18 Governor's Mansion |
| 5.1.3 Arsenal Museum | 5.1.19 "Old" Governor's Mansion |
| 5.1.4 Pentagon Barracks | 5.1.20 Baton Rouge State Office Building |
| 5.1.5 OSB – Service Center | 5.1.21 Wooddale State Office Building |
| 5.1.6 Information Services Bldg. | 5.1.22 Champion State Office Buildings |
| 5.1.7 Livingston Building | 5.1.23 Shaw Center |
| 5.1.8 Poydras Building | 5.1.24 DEQ Lab |
| 5.1.9 First Circuit Court of Appeal | 5.1.25 Claiborne Parking Garage |
| 5.1.10 Claiborne Building | 5.1.26 LaSalle Parking Garage |
| 5.1.11 Welcome Center | 5.1.27 Galvez Parking Garage |
| 5.1.12 State Museum | 5.1.28 Welcome Center Parking Garage |
| 5.1.13 State Library | 5.1.29 State Parking Garage |
| 5.1.14 LaSalle Building | 5.1.30 Central Plant - South |
| 5.1.15 Iberville Building | 5.1.31 Central Plant - North |
| 5.1.16 Bienville Building | 5.1.32 Shaw Center Central Plant |

5.1.33 thru 5.1.34 - New Orleans Facilities

- 5.1.33 State Supreme Court
- 5.1.34 Harvey State Office Building

5.1.35 - Lafayette Facilities

- 5.1.35 Brandywine State Office Buildings (Brandywine III and Brandywine VI)

5.1.36 - Alexandria Facility

- 5.1.36 Alexandria State Office Building

5.1.37 - Monroe Facility

- 5.1.37 Monroe State Office Building

5.1.38 thru 5.1.40 - Shreveport Facilities

- 5.1.38 Shreveport State Office Building
- 5.1.39 Jordan Street Building

5.1.40 Second Circuit Court of Appeal

5.1.41 – Old State Capitol

5.1.42 – New Orleans State Office Building

PART VI. EXHIBITS

EXHIBIT “1” – Aerial Photograph of Downtown Baton Rouge

EXHIBIT “2” – Scheduled and Preventive Maintenance Spreadsheet

EXHIBIT “3” – Office of State Buildings – Rentable and Gross Total Areas Spreadsheet

EXHIBIT “4” – Security Overview

EXHIBIT “5” – Capital Outlay – 5 Year Plan

EXHIBIT “6” – Office Facilities Corporation – 5 Year Plan

EXHIBIT “7” – State Furnished Property

PART VII. SCHEDULES

Schedule “1” – Facility Hours Schedule

Schedule “2” - Security Staffing Schedule (For Alternate #1)

PART VIII. APPENDICES

APPENDIX “A” – Pricing Schedules (Pricing Schedule and Alternate #1 Pricing Schedule)

APPENDIX “B” – Insurance Requirements for Contractor

APPENDIX “C” – Blanket Fidelity Bond

APPENDIX “D” – Sample Generic Contract

REQUEST FOR PROPOSAL

FACILITY MAINTENANCE SERVICES

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The Office of State Buildings (OSB), an agency within the State of Louisiana, Division of Administration (DOA) currently provides for the required Facility Maintenance Services. The agency is comprised of various work groups with a current total organization (T.O.) of one hundred thirty (130) full time employees. These work groups consist of the following: Architectural Division, Electrical Division, Mechanical Division, Operations Division, Horticultural Division, Security Division and Administrative Division. Each of these Divisions has specific responsibilities while at the same time, functioning together as a part of an overall team, all of which are geared to meet the objective of protecting the investment into facilities by the Louisiana taxpayer. The agency supplements the permanent staffing via various out-sourced contracts and personnel to meet the facility maintenance requirements.

1.1.1 Purpose

The purpose of the Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 39:1593.C. from bona fide, qualified proposers who are interested in providing facility maintenance services for Office of State Buildings managed facilities as described herein.

The scope of work for this contract is to provide facility maintenance services by a qualified Facility Maintenance Provider (FMP) for facilities and related grounds currently operated and maintained by the existing state agency, e.g., Office of State Buildings (OSB). All functions performed by OSB, as defined in accordance with this Request for Proposal (RFP) and Appendix "A" shall be provided by the FMP.

1.1.2 Goals and Objectives

The Division of Administration desires to provide cost effective services from private sector facility maintenance providers to perform the operational and maintenance services currently being provided by the Office of State Buildings.

1.1.3 Definitions

A. **Shall** – The term "shall" denotes mandatory requirements per R.S. 39:1556(24)

B. **Must** – The term "must" denotes mandatory requirements

C. **May** – The term “may” denotes an advisory or permissible action

D. **Should** – The term “should” denotes desirable

E. **Contractor** – Any person having a contract with a governmental body; for the purposes of this RFP, the Contractor is the “Facility Maintenance Provider”

F. **Agency** – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation

G. **State** – The State of Louisiana

H. **Discussions** – For the purpose of this RFP presentation, a formal, structured means of conducting written or oral communications/preparations with responsible Proposers who submit proposals in response to the RFP

I. **OSB** – Office of State Buildings

J. **OSP** – Office of State Purchasing

K. **OTM** – Office of Telecommunications Management

L. **DOA** – Division of Administration

M. **T.O.** – Table of Organization, term describing the number of full-time employees within the organization

N. **CMMS** – Computerized maintenance management software, a state of the art tool to facilitate and assist in the tracking/monitoring/historic accounting of work being performed within the group/groups of crafts and/or facilities

O. **TMA** – “The Maintenance Authority” – the current CMMS system utilized by the Office of State Buildings

P. **FMP** – Facility Maintenance Provider – For the purposes of this Request for Proposal, this term may be used in lieu or instead of “Contractor”

Q. **FP&C** – Facility Planning & Control

R. **DPS** – Department of Public Safety – The Department of Public Safety is currently responsible for providing security within Capitol Park in Baton Rouge.

S. **CAR** – Corrective Action Request – The Office of State Buildings will provide an electronic deficiency notification to the Facility Maintenance Provider for non-compliant, unsatisfactory

and/or incomplete work. This notification will include the specific deficiency along with an estimated value.

T. **SMAR – Survey Monthly Average Rating** - The term which is utilized to indicate a specified satisfaction level of the performance by the FMP based on feedback from building tenants (via the existing designated agency representatives from each building) to the Office of State Buildings and its designated customer satisfaction representative(s).

U. **SFP – State Furnished Property** - Is State owned property provided to the Contractor for use in performing work specified in this Contract.

1.2 Schedule of Events

- | | |
|---|---|
| 1. RFP available to prospective bidders | November 19, 2009 |
| 2. Facility Tours | December 7 – December 11, 2009 |
| 3. Pre-Proposal Conference | December 11, 2009 5:00 to 7:00 PM |
| 4. Deadline to receive written inquiries | December 31, 2009 |
| 5. Deadline to answer written inquiries | January 29 , 2010 |
| 6. Proposal Opening Date | February 18, 2010 (10:00 a.m.)
(Central Standard Time) |
| 7. Oral discussions with proposers, if applicable | To be scheduled |
| 8. Notice of Intent to Award to be mailed | To be scheduled |
| 9. Contract initiation | July 1, 2010 |

Note: The State of Louisiana reserves the right to deviate from these dates, at its discretion.

1.3 Period of Agreement

The term of any contract resulting from this solicitation shall begin on or about July 1, 2010 and shall terminate thirty-six (36) months from the effective date. At the option of the Division of Administration and the Office of State Buildings, upon acceptance by the Contractor (i.e., Facility Maintenance Provider), contract may be extended for two (2) additional twelve (12) month periods at the costs indicated on the Pricing Schedule (Appendix "A"). This contract shall not exceed sixty (60) months. No contract release order or purchase order issued against this contract shall have an initial date earlier than the date on which such contract is approved by the Director of the Office of State Purchasing or his/her designee.

1.4 Holiday Schedule

The below holiday schedule is being provided for the benefit of the Facility Maintenance Provider. While the FMP may choose to allow this holiday schedule for certain employees, certain facets of this RFP will require staffing and services on holidays. This schedule is intended to allow the FMP to schedule and plan its staffing resources as well as apply the appropriate pricing for the RFP. Included herewith is a list of the scheduled state holidays during the base term of this contract:

July 5, 2010 – Independence Day (Observed - Monday)
September 6, 2010 - Labor Day (Monday)
November 11, 2010 – Veteran’s Day (Thursday)
November 25, 2010 – Thanksgiving Day (Thursday)
November 26, 2010 – Acadian Day (Friday)
December 24, 2010 – Christmas Eve (Friday)
December 25, 2010 – Christmas Day (Saturday)
December 31, 2010 – New Year’s Eve (Friday)
January 1, 2011 – New Year’s Day (Saturday)
January 17, 2011 – MLK Birthday (Monday)
April 2, 2011 – Good Friday (Friday)
May 30, 2011 – Memorial Day (Monday)
July 4, 2011 – Independence Day (Monday)
September 5, 2011 - Labor Day (Monday)
November 11, 2011 – Veteran’s Day (Friday)
November 24, 2011 – Thanksgiving Day (Thursday)
November 25, 2011 – Acadian Day (Friday)
December 23, 2011 – Christmas Eve (Observed – Friday)
December 26, 2011 – Christmas Day (Observed – Monday)
December 30, 2011 – New Year’s Eve (Observed – Friday)
January 2, 2012 – New Year’s Day (Observed – Monday)
January 16, 2012 – MLK Birthday (Monday)
April 22, 2012 – Good Friday (Friday)
May 28, 2012 – Memorial Day (Monday)
July 4, 2012 – Independence Day (Wednesday)
September 3, 2012 - Labor Day (Monday)

November 6, 2012 – Election Day (Tuesday)
November 12, 2012 – Veteran’s Day (Monday)
November 22, 2012 – Thanksgiving Day (Thursday)
November 23, 2012 – Acadian Day (Friday)
December 24, 2012 – Christmas Eve (Monday)
December 25, 2012 – Christmas Day (Tuesday)
December 31, 2012 – New Year’s Eve (Monday)
January 1, 2013 – New Year’s Day (Tuesday)
January 21, 2013 – MLK Birthday (Monday)
March 29, 2013 – Good Friday (Friday)
May 27, 2013 – Memorial Day (Monday)

1.5 Proposal Submittal

This RFP is available in electronic form at the LaPAC website:
<http://wwwsrch2.doa.state.la.us/osp/lapac/pubmain.asp>

It is available in PDF format or in printed form by submitting a written request to the RFP Contracting Officer with the Office of State Purchasing.

All proposals shall be received by the Office of State Purchasing **no later than the date and time shown in the Schedule of Events.**

Important – Clearly mark the outside of the envelope, box or package with the following information and format:

- **Proposal Name: FACILITY MAINTENANCE SERVICES**
- **File Number: DOA27 Solicitation No. 2237635**
- **Proposal Opening Date: February 18, 2010**

Proposers are hereby advised that the U.S. Postal Service does not make deliveries to our physical location.

Proposals may be mailed through the U.S. Postal Service to our box at:

Office of State Purchasing
P.O. Box 94095
Baton Rouge, LA 70804-9095

Proposals may be delivered by hand or courier service to our physical location at:

Office of State Purchasing
1201 North 3rd Street Suite 2-160
Baton Rouge, LA 70802

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Office of State Purchasing is not responsible for any delays caused by the proposer's chosen means of proposed delivery.

Proposers should be aware of the new security requirements for the Claiborne Building and allow time to be photographed and presented with a temporary identification badge.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

**PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS
SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD.
PRICES SHALL NOT BE READ.**

1.6 Proposal Response Format

The contractor's proposal shall be submitted in two parts:

Part I – shall contain Cost Data as requested in Price Schedules (Appendix “A”, which includes base bid pricing plus Alternate #1, Security Services pricing,).

Part II – the proposal shall contain documentation evidencing the bidder's compliance with the RFP requirements. The bidder should document in detail his ability to meet the requirements as set forth in this RFP. Any such documentation should be cross referenced to the specific section number of this Request for Proposal.

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** Contain a summary of Proposer's ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the State of Louisiana. By signing the letter and/or the proposal, the proposer certifies compliance with the signature authority required in accordance with L.R.S.39:1594 (Act 121). The person signing the proposal must be:
 1. A current corporate officer, partnership member, or other individual specifically authorized to submit a proposal as reflected in the appropriate records on file with the Secretary of State; or
 2. An individual authorized to bind the company as reflected by a corporate resolution, certificate or affidavit; or
 3. Other documents indicating authority which are acceptable to the public entity

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished.

The cover letter should also

- Identify the submitting Proposer:
- Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer;
- Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

- B. **Table of Contents:** Organized in the order cited in the format contained herein
- C. **Proposer Qualifications and Experience:** History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- D. **RFP Compliance:** Illustrating and describing compliance with the RFP requirements
- E. **Innovative Concepts:** Present “innovative concepts”, if any, not discussed above for consideration
- F. **Project Schedule:** A detailed schedule of implementation plan and full statewide/regional implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. **Financial Proposal:** Proposer’s fees and other costs, if any, shall be submitted. This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with the State of Louisiana

1.6.1 Number of Responses Copies

Each Proposer shall submit one (1) signed original response. Six (6) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable.

1.6.2 Legibility / Clarity

Responses to the requirements of this RFP in the formats requested is desirable with all questions answered in as much detail as practicable. The Proposer’s response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer’s ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.7 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages ____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to the Proposer as a result of or in connection with the submission of this proposal, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the State of Louisiana’s right to use or disclose data obtained from any source, including the proposer, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer’s confidential data, the state will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the state and hold the state harmless against all actions or court proceedings that may ensue (including attorney’s fees), which seek to order the state to disclose the information. If the owner of the asserted data refuses to indemnify and hold the state harmless, the state may disclose the information.

The State reserves the right to make any proposal, including proprietary information contained therein, available to Office of State Purchasing personnel, the Office of the Governor, or other state agencies or organizations for the sole purpose of assisting the State in its evaluation of the proposal. The State shall require said individuals to protect the confidentiality of any

specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the Office of State Purchasing. When submitting your redacted copy, you should clearly mark the cover as such – “REDACTED COPY” – to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

1.8 Proposal Clarifications Prior to Submittal

1.8.1 Facility Tours and Pre-Proposal Conference

Facility Tours

A tour of the facilities will be available for the purposes of allowing potential proposers an opportunity to inspect facilities prior to submitting a proposal. POTENTIAL PROPOSERS SHALL NOT BE PERMITTED TO SCHEDULE A TOUR ON A DIFFERENT DATE. A record of those potential proposers attending the tour will be maintained for verification purposes.

A tour of the Office of State Buildings facilities will be available between December 7 (Monday) thru December 11 (Friday), 2009. Point of contact to make arrangements to tour these facilities is Ronald Gilbert, Operations Division Manager at (225) 219-4792, email address Ronald.Gilbert@la.gov. Advanced notice of forty-eight (48) business hours by close of business on December 2 shall be provided to Ronald Gilbert of the quantity and names of the representatives attending.

FACILITY TOUR SCHEDULE

<u>FACILITY</u>	<u>DATE</u>	<u>TIMES</u>
Shreveport/Jordan 2 nd Circuit Court Monroe	December 7, 2009	8:00 a.m. - 10:00 a.m. 10:30 a.m. – Noon 2:30 p.m. – 4:30 p.m.
Alexandria Lafayette	December 8, 2009	9:00 a.m. – 11:00 p.m. 2:00 p.m. – 4:00 p.m.
State Supreme Court Harvey	December 9, 2009	9:00 a.m. – 11:00 p.m. 2:00 p.m. – 4:00 p.m.

Baton Rouge Facilities	December 10, 2009	7:30 a.m. – 11:30 a.m.
DEQ Lab		
Wooddale		
Champion		
Old Governor's Mansion		
Shaw Center/Plant		
Old State Capitol grounds		
Baton Rouge State Office		

LaSalle Bldg/Garage	1:00 p.m. – 5:00 p.m. (or until completed)
Iberville	
Bienville	
Galvez Bldg/Garage	
State Museum	
State Library	
Welcome Center	
South Plant	

OSB Service Center	December 11, 2009	7:30 a.m. – 11:30 p.m.
State Capitol		
Pentagon Barracks		
Arsenal/Capitol Park Grounds		
Governor's Mansion		

Livingston	1:00 p.m. -5:00 p.m. (or until completed)
Poydras	
ISB	
1 st Circuit	
Claiborne	
North Plant	

Pre-Proposal Conference	December 11, 2009	5:00 p.m. – 7:00 p.m.
-------------------------	-------------------	-----------------------

Each proposer is solely responsible for a prudent and complete personal inspection, examination and assessment of the facilities and any other existing condition, factor, or item that may affect or impact the performance of service described and required by the Contractual Requirements.

Proposers are strongly encouraged to advise the Office of State Purchasing, at least ten (10) days prior to the scheduled tour of the facilities, of any special accommodations for disabled personnel who will be attending the tour(s) so that these accommodations can be made.

Pre-Proposal Conference

A pre-proposal conference regarding this Request for Proposal will be held on Friday, December 11, 2009 at 1:00 p.m. at the Office of State Buildings – Service Center located at 1928 North Third Street, Baton Rouge, La.

All potential proposers are encouraged to attend this conference in order to ask any questions not covered during the written inquiry period and provide comments on the RFP. Attendance is not required in order to submit a response; however, proposers are encouraged to attend since additional information relating to this RFP will be discussed in further detail. The proposer should bring a copy of the RFP as it will be used as the agenda for the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the state will be stated in writing in response to written questions.

1.8.2 Proposer Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-Proposal Conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The state shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. The state reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit in a timely manner.

Further, it is recognized that additional questions or requests for clarification may be generated from the state's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is posted to LaPAC (*). If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

Any person aggrieved in connection with the solicitation, or the specifications contained therein, has the right to protest in accordance with R.S. 39:1671. Such protest shall be made in writing to the Director of State Purchasing at least two (2) days prior to the deadline for submitting proposals.

* Note: LaPAC is the state's online electronic bid posting and notification system resident on State Purchasing's website (www.state.la.us/osp) and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation

and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates. No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any state employee or state consultant. The state shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries by the established deadline shall be considered by the state. Answers to all questions and any other changes or clarifications to the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Office of State Purchasing
Attn: Ann Campbell
P.O. Box 94095
Baton Rouge, LA 70804-9095

1201 North Third Street
Claiborne Building, Suite 2-160
Baton Rouge, LA 70802

E-Mail: ann.campbell@la.gov

Phone: (225) 342-5258 / Fax: (225) 342-8688

1.9 Errors and Omissions in Proposal

The State will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The State reserves the right to make corrections or clarifications due to patent errors identified in proposals by the State or the Proposer. The State, at its option, has the right to request clarification or additional information from the Proposer.

1.10 Performance Security Deposit

Performance Security Deposit: The contractor must furnish a performance security deposit in the form of an original bond issued by a surety company authorized to do business in the State of Louisiana (no copy or facsimile is acceptable), check, cash, bank draft, or irrevocable letter of credit to the Division of Administration, Office of State Purchasing within thirty (30) days after award of the contract and prior to performance of service under the contract or any installation of equipment. The performance security deposit must be made payable to the State of Louisiana in an amount equal to the total contract price for the first year of the contract. The contract number and contract period must be specified on the performance security deposit. In the event the Office of State Purchasing exercises an option to renew the contract for an additional period, the contractor shall maintain the validity and enforcement of the security deposit for the said period, pursuant to the provisions of this paragraph, in an amount stipulated at the time of contract renewal, not to exceed the total contract price for the option period.

1.11 Changes, Addenda, Withdrawals

The State reserves the right to change the calendar of events or issue Addenda to the RFP at any time. The State also reserves the right to cancel or re-issue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-reference clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

1.12 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP coordinator.

1.13 Material in the RFP

Proposals shall be based only on the material contained in the RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the State pursuant to the RFP.

1.14 Waiver of Administration Informalities

The State reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.15 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The State reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the State to do so.

1.16 Ownership of Proposal

All materials (paper content only) submitted in response to this request become the property of the State. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the State and not returned to proposers. Any copyrighted materials in the response are not transferred to the State.

1.17 Cost of Offer Preparation

The State is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to the RFP

are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the State of Louisiana.

1.18 Non-Negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

1.19 Taxes

Any taxes, other than state and local sales and use taxes, from which the state is exempt, shall be assumed to be included with the Proposer's cost.

1.20 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the State reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.21 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The State shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.22 Use of Subcontractors

Each Contractor shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, the State urges the prime contractor to use Louisiana vendors, including small and emerging businesses, if practical. In all events, any subcontractor used by the prime should be identified to the State Project Manager.

Information required of the prime contractor under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

1.23 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. The State reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the State's understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions.

1.24 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

1.25 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by the State Evaluation Committee for the purpose of selecting the Proposer with whom the State shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the Director of State Purchasing for the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the State of Louisiana, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of the State.

1.26 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the State's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the State may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, or requirements. The Office of State Purchasing must approve the final contract form and issue a purchase order, if applicable, to complete the process.

1.27 Contract Award Execution

The State reserves the right to enter into an Agreement without further discussion of the proposal based on the initial offers received.

The RFP, and any addendums, the proposal of the selected Facility Maintenance Provider will become part of any contract initiated by the State.

Proposers are discouraged from submitting their own standard terms and conditions with their proposals. Proposers should address the specific language in the sample contract and submit any exceptions for deviations the proposer wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable. If applicable, a proposer may submit or refer to a Master Agreement entered into by the contractor and the State in accordance with R. S. 39:198(e).

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the contract within **seven (7)** calendar days of delivery of it, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the State of Louisiana with the highest points/rating, price and other factors considered.

The State of Louisiana intends to award to a single Proposer.

1.28 Notice of Intent to Award

Upon review and approval of the evaluation committee and agency recommendation for award, the Office of State Purchasing will issue a "Notice of Intent to Award" letter to the apparent successful Proposer. A contract shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events". If this date is not met, through no fault of the State, the State may elect to cancel the "Notice of Intent to Award" letter and make the award to the next most advantageous Proposer.

The Office of State Purchasing will also notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the "Intent to Award" letter has been issued. Review of proposals other than their particular proposal will not be permitted unless approved through the Public Records Request process.

Any person aggrieved by the proposed award has the right to submit a protest in writing, in accordance with R.S. 39:1671, to the Director of State Purchasing, within fourteen (14) days of the award/intent to award.

1.29 Debriefings

Debriefings to discuss the evaluation results of their proposal may be scheduled by the participating Proposers after the "Intent to Award" letter has been issued by scheduling an appointment with the Office of State Purchasing. Contact may be made by telephone at (225) 342-5258 or E-mail to ann.campbell@la.gov

1.30 Insurance Requirements

Contractor shall furnish the State with certificates of insurance affecting coverage(s) required by the RFP (see Appendix "B"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the State before work commences. The State reserves the right to require complete certified copies of all required policies, at any time.

1.31 Subcontractor Insurance

The Contractor shall include all subcontractors as insureds under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor. See Appendix "B".

1.32 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under this Agreement.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of this contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act by the State.

Contractor will indemnify, defend and hold the State harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State may require Contractor, at its sole expense, to submit such information

and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) State's unauthorized modification or alteration of a Product, Material, or Service; (ii) State's use of the Product, Material, or Service in combination with other products, materials, or service not furnished by the Contractor; (iii) State's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the state's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Agreement as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges for products, materials, or services rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein mutually agree between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.33 Fidelity Bond Requirements

See Fidelity Bond Requirements, Appendix "C".

1.34 Payment for Services

Upon receipt of notification of the intent by the State of Louisiana to award the contract, the contractor shall coordinate with the State of Louisiana.

The contractor shall submit a monthly invoice, comprised of 1/12 of the annual total price stated in the Pricing Schedule (Appendix "A"), to the Office of State Buildings at the following address:

Office of State Buildings
P.O. Box 44001- Capitol
Baton Rouge, La. 70804-4001

Physical Address:

Office of State Buildings
1928 North Third Street
Baton Rouge, La. 70802

Monthly payments will be made by the Agency within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Agency. Invoices shall include the contract and order number, and dates of service. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

Any and all corrective action requests (CAR) which are unresolved or not corrected will be assessed and valued by the Office of State Buildings and the Office of State Purchasing, and subsequently reduced from the Facility Maintenance Provider's monthly payment request.

1.34.1 Customer Satisfaction Monthly Average Rating

The Office of State Buildings will continue its "Customer Satisfaction Program" as required by the Division of Administration (DOA). OSB is required by the Division of Administration to conduct a survey on all tenant initiated work requests in order to obtain the requestor's level of satisfaction for the work performed.

This survey is completed by a designated OSB representative, who will contact the tenant via telephone upon completion of the work order and closed out by the FMP in its CMMS program. The tenant is contacted and asked to evaluate what level of service they would recommend for the work performed. There are five (5) levels of Customer Satisfaction; (5 - Excellent, 4 - Very Satisfied, 3 - Satisfied, 2 - Somewhat Dissatisfied and 1 - Very Dissatisfied).

A weekly Customer Satisfaction Report will be generated for surveys performed during the previous week. All work orders receiving a "Somewhat Dissatisfied" or "Very Dissatisfied" rating require follow-up feedback from the parties responsible for completing the work.

The FMP shall be responsible for providing an explanation in writing for each "Somewhat Dissatisfied" and "Very Dissatisfied" rating. Explanation shall include, but not limited to, the nature of the tenant's dissatisfaction, cause of the dissatisfaction, repair to equipment that has been completed or will be completed to resolve the problem, changes to policies and/or procedures, if necessary, to prevent similar problems or dissatisfaction in the future and a timeline for implementing these changes.

To insure the level of satisfaction of OSB tenants, there will be monetary penalties imposed upon the FMP for not maintaining prescribed satisfaction levels (percentages) to the tenants. Each response will be classified as "satisfied" or "dissatisfied". A "satisfied rating" will be given to all survey responses of 5 - Excellent, 4 - Very Satisfied or 3 - Satisfied. A "dissatisfied rating" will be given to all survey responses of 2 - Somewhat Dissatisfied and 1 - Very Dissatisfied.

For every 1% that the Customer Satisfaction Monthly Average Rating (CSMAR) is less than 95% during year one (1), 96% during year two (2), 97% during year three (3) and 97% during years four (4) and five (5) upon renewal of contract, the FMP will receive a 1% deduction from the following month's monthly payment, excluding any additional services provided beyond the contract requirements. The percentage will be rounded up to a whole number and monthly payment deductions shall not exceed 10% of the FMP's total monthly payment.

1.35 Termination

1.35.1 Termination of This Agreement for Cause

State may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to the agreement, provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon failure of the State to comply with the terms and conditions of this agreement, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

1.35.2 Termination of this Agreement for Convenience

The State may terminate this Agreement at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Contract Continuance

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the

Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.36 Default of Contractor

Failure to provide requested service within the time specified in the proposal will constitute a default and may cause cancellation of the contract. Where the state has determined the contractor to be in default, the state reserves the right to purchase any or all services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

1.37 Assignment

Assignment of contract, or any payment under the contract, requires the advanced written approval of the Commissioner of Administration.

1.38 No Guarantee of Quantities

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the State of Louisiana to increase or decrease the amount, at the unit prices stated in the proposal.

Neither the State nor Agency obligates itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.39 Audit of Records

The State legislative auditor, federal auditors and internal auditors of the Department of State Civil Service, Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

1.40 Civil Rights Compliance

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements

of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this Agreement.

1.41 Record Retention

The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years.

1.42 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.

1.43 Content of Contract/Order of Precedence

In the event of an inconsistency between the contract, the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence, first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

1.44 Contract Changes

No additional charges, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Office of State Purchasing.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

1.46 Claims or Controversies

Any claims or controversies shall be resolved in accordance with the Louisiana Procurement Code, RS39:1673.

1.47 Proposer's Certification of OMB A-133 Compliance

Certification of no suspension or debarment: By signing and submitting any proposal for \$100,000 or more, the proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.epls.gov>

1.48 Restrictions on Communications with Staff

From the issue date of this RFP until the FMP is selected and the selection is announced, the proposers are not allowed to communicate for any reason with any State of Louisiana staff except through the Office of State Purchasing contract administrator. *Exception: The Office of State Buildings designated staff will be conducting the prescribed Facility Tours and Pre-Proposal Conference to reasonably provide to all proposers important and sufficient information to allow the various proposers to provide an accurate and legitimate proposal.*

1.49 State-Furnished Property (SFP) and Services

1.49.1 General

OSB will furnish certain facilities and the equipment listed in Exhibit "7", i.e., utilities, parts, supplies, and materials described herein as State-furnished property. SFP includes facilities, plant equipment, machine tools, test equipment, furniture and accessory and auxiliary items required for use in performing services or for any administrative or general plant purpose. OSB will also provide certain services, as described herein to the Contractor. The Contractor shall not use SFP or utilities for any other purpose than execution of work under this Contract.

1.49.2 Contractor Responsibility

A. Transfer of Responsibility.

The FMP shall assume responsibility for state furnished property on the contract start date. A signed agreement is to be supplied by the FMP acknowledging the start date and transfer of responsibility.

1.49.3 Inventory Management

A. Initial Inventory

The Contractor shall attend a SFP “Phase-in Transfer and Inventory Meeting” with the OSB Designated Representative(s). The meeting will be scheduled by OSB prior to the start of the contract.

No later than ten (10) working days prior to Contract start date, the Contractor shall complete a 100% joint inventory of SFP with the OSB Designated Representative for the purpose of verifying the quantity and condition of each item listed. At the conclusion of this inventory or upon contract start date, the Contractor shall verify that the inventory is accurate and assume responsibility for the property. If the Contractor does not participate in the inventory, the State's inventory shall be accepted as accurate.

B. Annual Inventory

The Contractor shall perform an annual inventory of SFP. Upon completion of the annual inventory, the Contractor shall report the results of the inventory, within five (5) working days to the Office of State Buildings designated representative. The Contractor shall conduct special inventories upon request.

C. Phase-Out Inventory

Upon termination, or expiration of this contract, a joint inventory shall be conducted by the Contractor and the new Contractor, following a schedule prepared by the OSB designated representative.

The Contractor shall attend an SFP “Phase-out Transfer and Inventory Meeting” with the OSB designated representative. The meeting will be scheduled by OSB approximately sixty (60) calendar days prior to Contract completion or termination date.

One month prior to expiration or termination of the Contract, an inventory of all SFP shall be conducted by the Contractor and observed by OSB. The Contractor shall prepare, certify, and submit a detailed final inventory report (jointly approved by OSB and the Contractor). The inventory shall include the same data as required for the initial inventory.

During the final inventory, all SFP shall be jointly inspected. All valid discrepancies shall be noted and corrected by the Contractor prior to Contract expiration. Validity will be determined by a State representative.

1.49.4 Facilities

A. General

The Office of State Buildings will furnish or make available to the FMP reasonable and necessary work areas, including office space, storage, warehouse, greenhouse and shop areas. It is not anticipated that the contractor will need more work areas than the Office of State building currently uses. The Contractor shall not relocate activities or operational units within assigned facilities unless approved by the OSB designated representative. OSB will provide the

Contractor with a marked set of keys to facilities being used by the Contractor in the performance of this Contract.

B. Joint Use

The Contractor will share some facilities with the Office of State Buildings. In addition, other circumstances may arise which necessitate the sharing of additional facilities or equipment identified as SFP. The OSB designated representative will coordinate necessary changes with the Contractor. The Contractor shall not mark or affix any decals, emblems, or signs portraying the Contractor's name or logo to State Facilities or Real Property.

C. Maintenance, Repair, And Alterations

The Contractor shall initiate and provide all maintenance and repair of facilities and installed equipment therein in accordance with the requirements of this Contract. The Contractor shall not make any alterations except with the written permission of the OSB designated representative. Any such alterations or improvements become the property of the State.

D. Final Condition

OSB reserves the right to reallocate and relocate assigned facilities during the term of this Contract. Upon completion or termination of this Contract, or during such reallocations or relocations, facilities shall be returned to the State in the same condition as at initial Contractor received said property, fair wear and tear excepted.

E. State Access

Authorized OSB personnel shall have access to all facilities used by the Contractor. OSB personnel may perform unscheduled visits during normal working hours. When required, OSB personnel will check in and out with the Contractor, who may, at his discretion, escort them throughout the facility.

F. Security

The Contractor shall be responsible for the physical security of SFP and installed equipment in accordance with the requirements of this Contract. The Contractor shall secure all facilities when not occupied by Contractor personnel.

1.49.5 State Furnished Property

SFP is property provided to the Contractor for use in performing work specified in this Contract. The Contractor shall not use SFP for any other work unless prior authorization is received from the OSB designated representative. The SFP furnished by the Office of State Buildings shall not be construed as being sufficient to meet the requirements of this Contract. The State will provide its existing properties (See Exhibit "7") required by the contractor for support of its contract. It is not anticipated that the contractor will require additional properties, however should there be a need for supplemental items, the contractor shall provide.

A. Maintenance and Repair

The Contractor shall initiate and provide all maintenance and repair of SFP in accordance with the requirements of this Contract. SFP condition shall not relieve the Contractor of any responsibility to provide services as required in this Contract.

B. Record Keeping

The Contractor shall maintain and make available the records of SFP required by Louisiana Property Assistance Agency (LPAA) and account for SFP until relieved of that responsibility by OSB. These records shall be managed in accordance with all LPAA mandates.

C. "Turn-In" Of State Furnished Property

When SFP is no longer required or suitable for intended use, or has reached the end of its economic life, the Contractor shall submit a written request for disposition to the OSB designated representative. If there is a continuing need for the state-furnished property, the Contractor shall submit a request for replacement concurrently with the request for turn-in to the OSB designated representative. Upon approval, the Contractor shall obtain and prepare all necessary quotes/paperwork as required by the Office of State Purchasing to purchase the SFP. The Contractor shall provide a copy of the "turn-in" document to the OSB designated representative within two (2) working days after "turn-in". All property furnished under and all scrap resulting from this Contract shall remain the property of the State, at its option.

D. Replacement Of SFP

Lost, irreparably damaged, or destroyed State-furnished property or property which has become unserviceable through fair wear and tear and for which there is a continuing need shall be replaced by the Contractor. Prior to purchase, the Contractor shall submit a request for replacement of property with a unit cost of \$25.00 or more, to the OSB designated representative for approval. If approved, the Contractor shall process each request in compliance with the terms of this contract within three (3) working days.

E. Additional SFP

In the event the Contractor determines a need for additional items of State-furnished property, the Contractor shall submit a request, accompanied by justification to include the impact on the Contractor's ability to perform the requirements of this contract, to the OSB designated representative for approval. If approved, the contractor shall provide all quotes and necessary documentation as prescribed by State Purchasing.

F. Materials And Supplies

The Contractor shall furnish all supplies and materials necessary to meet the requirements of the Contract. Supplies and material provided by the Contractor shall be of equal or better quality than those being replaced by the maintenance, repair or servicing action. All supplies and material shall meet applicable codes and manufacturers' specifications.

G. Stock Levels

The Contractor shall maintain a sufficient quantity of on-hand materials and supplies to perform all work required under this Contract. Any failure on the part of the Contractor to provide sufficient quantities and quality of supplies and materials within the specifications of the Contract shall not be cause for reduction in any service or performance. The Contractor shall also maintain stocks to ensure continuous operation of critical systems. Critical systems are those that are directly related to health care, safety, and mission accomplishment. The Contractor shall provide a system for rapid procurement of items whose usage levels do not require maintenance of on-hand stocks.

H. Small Tools and Equipment

The Contractor shall furnish or provide all hand tools, shop tools, special tools, and testing equipment not furnished by the State but required for performance of work required under this Contract, including replenishment of any initial stocks. Tools and equipment utilized by Contractor personnel shall be of type and grade required for the work to be completed.

I. Quality Of Materials

Contractor-furnished, Contractor-replaced, or Contractor-acquired materials, supplies, and replacement parts shall conform to the following quality priorities:

- 1) The Contractor shall meet specifications or standards listed in this Contract.
- 2) The Contractor shall ensure the same or better kind, grade, and quality as the item being replaced.

1.49.6 Liability for Lost, Damaged, or Destroyed State Property

A. Liability

The Contractor shall be liable for the shortages, loss, damage, destruction or excessive consumption of State-furnished property.

B. Exceptions

Contractor liability does not cover equipment that was assigned to OSB personnel at the time of loss, damage, or destruction.

1.49.7 Initiation of Adjustment Documents for Lost, Damaged or Destroyed Property and Facilities by the Contractor

A. Reporting Requirements

The Contractor shall notify of lost, damaged or destroyed State-furnished property and facilities via electronic message to the OSB designated representative within two (2) working days after the discovery.

The Contractor shall investigate and submit reports of shortages, lost, damaged, destroyed or excessive consumption of State property to the OSB designated representative within twenty (20) calendar days after the discovery. The Contractor shall report factual data as to the circumstances surrounding the shortages, loss, damage, destruction, or excessive consumption. Exhibits shall include signed statements from the parties involved as well as an estimated cost of damage report.

1.49.8 Material

A. General

The State will furnish to the Contractor expendable materials on-hand at Contract start date. Expendable materials include, but are not limited to, supplies, parts, subassemblies, and raw materials utilized to accomplish work or services described in this Contract.

B. Fuel

The Contractor will furnish operating fuels for State-Owned, Contractor-operated vehicles and mobile equipment used in performance of services specified in this Contract.

C. Equipment Manuals, Supply Catalogs and Forms

1) Operating Manuals and Parts Catalogs

If available, equipment operating manuals and parts catalogs for work specified under this Contract will be turned over to the Contractor prior to start of work. The Contractor shall maintain those manuals and catalogs turned over by the Installation and those acquired during the course of the Contract. All manuals or catalogs turned over by the Installation or acquired during the course of the Contract shall be turned over to OSB within five calendar days of termination of this Contract.

2) Record Drawings

The Contractor is advised that record drawings of existing facilities are not 100% accurate in showing current as-built or actual status. The OSB designated representative will furnish, upon request, a copy of existing and available record drawings of existing facilities if essential to perform the services specified in the Contract. When discrepancies are found the Contractor shall update drawings on hard copy and submit the updates to the OSB designated representative.

1.49.9 Services

A. Utilities

The State will furnish all utilities as currently installed in facilities. All facilities do not receive the same utility services. Types of utility services furnished include electricity, natural gas, water and sewage. The Contractor shall not change or modify any utility system or component without prior OSB review and written approval. The Contractor shall not connect any Contractor-furnished equipment/system without prior OSB review and written approval.

1.49.10 Communications

The State will install, maintain, repair, and remove, as necessary, all State furnished telephones, telephone instruments, and telephone distribution systems.

A. Telephone Communications Equipment

Contractor personnel shall not relocate State-furnished telephone communications equipment, nor tamper in any way with the telephone distribution systems. Whenever changes to communication services are required, to include changing locations of extensions, adding and deleting phone lines and phone numbers, and adding voice mail capabilities, the Contractor shall submit a request in writing to the OSB designated representative for approval or disapproval. The Contractor shall obtain State review and written approval before connecting or disconnecting any Contractor-furnished equipment to State-furnished communications systems, lines, or equipment.

B. Communication Services

The Contractor shall not utilize the State-furnished communication services for any action not directly associated with the requirements of this Contract. The Contractor shall control monitor Contractor employees' use of State long distance telephone circuits. The Contractor and Contractor employees shall not use State-furnished communication services for personal calls. The cost of unofficial telephone service (i.e., telephone service not incidental to performance of the Contract) will be reimbursed to the State by the contractor.

C. Billing

Bills for unofficial calls will be forwarded to the Contractor by the OSB designated representative for payment. Charges will include State processing and handling fees.

1.49.11 Contractor Parking

Contractor employees will be provided parking space for privately owned vehicles in the vicinity of their work areas, subject to space availability.

1.50 Capital Outlay and Office Facilities Corporation (O.F.C.) – 5 – Year Plans

The Office of State Buildings performs evaluations/assessments of all facilities and related equipment on an annual basis. Identification of renovations, equipment replacement and repairs, etc. is incorporated into a planned schedule, i.e. 5 Year Plan to address the identified areas of concern. The funding sources for the various items fall within two (2) distinct categories. These categories are “Capital Outlay” and “Office Facilities Corporation (O.F.C.)”.

The Capital Outlay – 5 Year Plan (See Exhibit “5”) provides information pertaining to work/projects identified by the Office of State Buildings. Note that the facilities which fall within “Capital Outlay” are indicated in Exhibit “3”. It should be noted that any and all funding requests for the projects identified under this category are subject to both approval and subsequent funding by the Louisiana Legislature. The FMP should not base its proposal on an assumption that the identified requests contained herein will be funded and/or performed during the term of this contract. Typically, the Legislature does provide an approval for a portion (which varies year to year) of a particular subsection, e.g. Major Equipment Repairs, Project No. 01-107-93B-12. All other identified requests are evaluated on a case by case basis.

The Office Facilities Corporation – 5 Year Plan (See Exhibit “6”) also provides information pertaining to work/projects identified by the Office of State Buildings. Note that the facilities which fall within “Office Facilities Corporation” are indicated in Exhibit “3” as well. For O.F.C. facilities, approvals from the Louisiana Legislature are not obtained nor required. Funding to implement the various projects, equipment replacements and repairs, etc. is derived from monies allocated to a designate repository from the annual lease payments of the building tenants housed in the O.F.C. buildings, and is subject to the approval of the D.O.A./Office of Finance and Support Services and O.F.C., which establish the budget to ensure that lease rates in these buildings remain competitive. These funds allow for much greater flexibility and ability for the various needs to be addressed, particularly with regard to time.

1.51 Renewal Periods

Renewal Periods: If the option for renewal is exercised by the Office of State Purchasing, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price for the applicable renewal period stated on the Pricing Page of the contract.

- a.) If renewal prices are not provided, then prices during renewal periods shall be the same as during the original contract period.
- b.) The Office of State reserves the right to offer or to request renewal of the contract at a price less than the maximum price stated.

PART II. INFORMATION REQUIRED FROM PROPOSER

2.1 Company Background and Experience

The proposers are to describe their background, relevant experience and qualifications, including, but not limited to the following:

2.1.1 Company Structure

The Proposer is to include in the proposal the legal form of their business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

2.1.2 Experience

The Proposer must clearly describe all relevant experience in providing contract operational and maintenance services with the various building types for which the Office of State Buildings is responsible, e.g. office buildings, museums, libraries, central plants, parking garages, historical facilities, residential/apartments. Preference will be given to proposers with multi-site and multi-facility contracts. The Proposer must clearly demonstrate that the experience related minimum qualifications are met.

The Proposer shall provide a list of clients, current and past, for whom similar services have been performed during the previous five (5) years. This listing must include:

- a.) Dates of service
- b.) Name of contact person
- c.) Title of contact person
- d.) Telephone number of contact person (must be current and working)
- e.) Fax number of contact person (must be current and working)
- f.) Email address of contact person (must be current and working)

The Proposer must have at least five (5) full consecutive years as a provider of Facility Maintenance Services.

2.1.3 Project Team

The organization, management and communication of the project team should be clearly described. The relevant experience and qualifications of those individuals assigned to key positions on this project should be clearly described. Clearly describe each project team member's involvement in the projects listed.

2.1.4 Quality Control

The Proposer must clearly describe the quality control processes used in previous contracts for facility maintenance services and the project team's involvement in those processes. Proposer must clearly describe the process of quality control that would be used with this project in order to insure a high level of quality services. Individuals responsible for quality control activities should be included in the description as well as a Schedule of Quality Control Activities.

2.1.5 Contracts Terminated

The Proposer is to disclose any services terminated by the client(s) and the reason(s) for termination. The Proposer must identify current and past clients contracts terminated, the reasons for the termination and the name and telephone number of the contract administrator from the former contracting agency, in order to verify any contracts terminated for cause. Failure to identify current and past clients and to provide a current and working telephone number, fax and email address may result in a rejection of the proposal.

2.1.6 Business Litigation

The Proposer must list all tort and civil rights lawsuits against the Proposer or principal since 1995, settled or lost by the Proposer, the issues involved and the settlement reached or consent orders entered in connection with the suits. Note: Failure to reveal the settlement reached or consent orders entered for any lawsuit for whatever reason, may result in a rejection of the proposal.

2.1.7 Felony Convictions

The Proposer must provide a list of any and all felony convictions of federal and/or state laws by any currently serving officer or board member of the Proposer and the issues involved, to verify that no such officer or board member has any such convictions on or after January 1, 2000.

2.1.8 Client Satisfaction

From the information provided by the proposer's, current and past clients will be contacted to verify client satisfaction. The proposer's shall provide current and working telephone numbers and fax numbers as well as email addresses of its current and former clients.

2.1.9 Financial Stability

The Proposer will provide financial information that will allow the proposal evaluation team to ascertain the financial stability of the firm.

- a.) If a public company, the Proposer will provide their most recent audited financial report.
- b.) If a private company, the Proposer will provide a copy of their most recent internal financial statement and a letter from their financial institution on the financial institution's letterhead, stating the Proposer's financial stability.

PART III. EVALUATION

The following criteria will be evaluated by the Evaluation Committee when reviewing the proposals. The proposal will be evaluated in light of the material and the substantiating evidence presented to the State of Louisiana, not on the basis of what may be inferred.

3.1 Evaluation and Award Process

After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation committee shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

a.) Cost	50 %
b.) Experience, Reliability, Personnel Expertise	25%
c.) Method of Performance	20%
d.) Innovation	5%

After an initial screening process, a question and answer conference or interview may be conducted with the proposer, if deemed necessary by the Office of State Purchasing. In addition, the proposer may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the proposer's expense. All arrangements and scheduling shall be coordinated by the Office of State Purchasing and/or the Office of State Buildings.

3.2 Evaluation of Cost

Cost is a significant evaluation criterion for the award of this RFP. The State's intent is to structure the pricing format in order to facilitate comparison among all proposers and foster competition to obtain the best market pricing. As such, the State of Louisiana requires that each proposer price be provided as per the Pricing Schedule (Appendix "A"). Additional alternative pricing structures will not be considered. Potential proposers are advised that failure to comply with the included instructions will result in the rejection of the proposal.

The objective evaluation of cost shall be based upon the sum of the annual cost for all potential years of the contract, the start-up cost, and Alternate #1 (Security Services).

3.3 Evaluation of Proposer's Experience, Reliability, Expertise of Personnel, and Method of Performance

Experience and reliability of the proposer's organization are considered subjectively in the evaluation process. Therefore, the proposer is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP. The proposer should provide evidence of (1) the proposer's proven leadership in the facilities management business, (2) the proposer's years of experience in the provision of on-site electrical, mechanical (HVAC, plumbing, etc.),

architectural (carpentry, painting, locksmith, etc.), horticultural (grounds maintenance, irrigation, etc.), operations services and security. The proposer must have a minimum of **five (5) consecutive years** within the facility maintenance provider industry, and also provide their experience regarding computerized maintenance management software (CMMS).

The proposer should provide information related to previous and current services/contracts performed by the proposer organization and any proposed subcontractors which are similar to the requirements of this RFP. In addition, the proposer should obtain the signature of the contact person referenced verifying that the information presented is accurate. The contact person's signature also represents that the contact person is willing and will be available for contact by the State of Louisiana in order to discuss the services. The State reserves the option to request additional information regarding the services and possibly visit site locations where the FMP has provided or currently provides facility maintenance services. In order to facilitate obtaining the needed information, the following information is to be provided;

- a.) Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted
- b.) Dates of the service/contact; and
- c.) A brief, written description of the specific prior services performed and requirements thereof

The proposer shall identify the proposed subcontractors and the service and/or product each proposed subcontractor will provide. The proposer should provide sufficient information/submittals to document the proposed subcontractors experience providing the service and/or product.

The qualifications of the personnel proposed by the proposer to perform the requirements of this RFP, whether from the proposer's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the proposer should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

- a.) The proposer may utilize charts, graphs, etc. for summarizing the personnel information and should submit detailed resumes for the proposed key personnel.
 - 1.) Resumes should be structured to emphasize relevant qualifications and experience of the personnel in successfully completing contracts/performing services of a similar size and scope of the RFP.
 - 2.) Information submitted should clearly identify previous experience in performing similar services and should include beginning and ending dates, a description of the role of the person in such performances, results of the services performed, and how the person's involvement in that project will relate to the person's ability to contribute to the State of Louisiana.

- b.) If personnel are not yet hired, the proposer should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled.

The proposer should submit a copy of all licenses and/or certifications related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the State of Louisiana reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Proposals will be subjectively evaluated based on the proposer's distinctive plan for performing the requirements of the RFP. Therefore, the proposer should present a written narrative which demonstrates the method or manner in which the proposer proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action, inclusive of proposed organizational charts.

The method by which the proposed method of performance is written is left to the discretion of the proposer. The following method may be used: Via an exhibit or in any other appropriate format, identify each specific paragraph and subparagraph of the contractual requirements by paragraph number as an item for discussion. Immediately below the number, provide a description of how, when by whom, with what, to what degree, where, etc., the requirements will be satisfied and otherwise detail the proposer's understanding of the requirements and ability to successfully perform.

In presenting the method of performance, the proposer should submit or describe the following:

- a.) Response for meeting the requirements of the Office of State Buildings for maintaining the facilities at the highest possible standard and in compliance with all appropriate life, safety, environmental, and aesthetic issues and/or requirements.
- b.) Procedures for janitorial and horticultural performance to include task, operation, and task performance schedule.
- c.) Level of service and capabilities that will be provided during the start-up period in order to assure that the Office of State Buildings facilities are fully operational prior to the start of the facility maintenance services.
- d.) Capability to provide a wide array of energy services including system evaluation for energy reduction potential, operational plans to reduce energy consumption, employee training programs to create an awareness of energy costs and savings potential, utility rate application assistance (when and if requested), utility bill verification procedures, utility consumption tracking to determine cost effects of operational changes, and guaranteed energy savings programs.
- e.) Training program.
- f.) Safety program.

The proposer should also provide a description of the following:

- a.) The proposed services that will be performed and/or the proposed products that will be provided by Louisiana's and/or Louisiana products.
- b.) The economic impact to the State of Louisiana through tax revenue obligations.
- c.) The company's economic presence within the State of Louisiana (e.g., type of facilities: sales offices; sales outlets, divisions; manufacturing; warehouse; other), including Louisiana employee statistics.

Business Compliance – The proposer must be in compliance with the laws regarding conducting business in the State of Louisiana. The proposer certifies by signing the signature page of this original document and any amendment signature page (s) that the proposer and any proposed subcontractors are presently in compliance with such laws. The proposer shall provide documentation of compliance upon request by the Office of State Purchasing. The compliance to conduct business in the state shall include, but not be limited to:

- a.) Registration of business name (if applicable)
- b.) Certificate of authority to transact business/certificate of good standing (if applicable)
- c.) Taxes (e.g., city/parish/state/federal)
- d.) State and local certifications (e.g., professions/occupations/activities)
- e.) Licenses and permits (e.g., city/parish license, sales permits)
- f.) Insurance (e.g., worker's compensation/unemployment compensation)

Miscellaneous Information: The proposer should provide miscellaneous information to document: (1) if the proposer qualifies as either a qualified non-profit organization for the blind or a shelter workshop, or if the proposer is proposing to include products and/or services manufactured, produced, or assembled by such an organization, (2) whether the proposer and/or any of the owners of the proposer's organization are currently an employee of the State of Louisiana, a member of the Legislature, or a state-wide elected official, (3) if any products and/or services offered under the RFP are being manufactured or performed at sites outside the continental United States, and (4) a thorough knowledge of the facilities based on either the proposer's attendance at the scheduled tours or through knowledge of the facility gained from some other means.

3.4 Competitive Negotiation of Proposals

The proposer is advised that under the provisions of this Request for Proposal, the Office of State Purchasing reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- a.) Negotiations may be conducted in person, in writing, or by telephone.
- b.) Negotiations will only be conducted with potentially acceptable proposals.
- c.) Relative to terms and conditions, prices, methodology, or other features, the Proposer's may be required to submit supporting financial, pricing and other data in

order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

- d.) It is anticipated that numerous proposals will be received for consideration by the Evaluation Committee. Whereas each proposal will be evaluated in detail, the Evaluation Committee will limit final negotiations to a maximum of the top five (5) highest scores.

PART IV. SCOPE OF SERVICES

4.1 General Requirements:

The scope of services contained within this RFP both outline and define the various requirements for proposers to provide full service maintenance for the facilities identified. These services are broad and comprehensive in nature; the FMP will be responsible for all corrective/unscheduled maintenance (including pre-existing conditions) and repair services along with their associated costs. The FMP will also be responsible for all costs (management, labor, materials, travel, etc.) associated with the preventive/scheduled maintenance (including but not limited to maintenance certifications, inspections, tests, etc.) at the fixed annual cost provided in the proposal. In addition, the FMP shall operate, repair, monitor, adjust and maintain day-to-day operations of all building systems and related activities, inclusive of, but not limited to: electrical, mechanical, buildings, grounds, property, etc. as prescribed within this RFP. The FMP shall develop and implement an effective, consistent and documented Preventive/Scheduled Maintenance (PM) program that targets system performance, life-cycle sustainability, efficient cost management and safety. This PM program will be submitted to and approved by the Office of State Buildings so as to allow the ability to audit the performance of the FMP's PM program on a regular basis.

With reasonable justification the Office of State Building, will have the ability and reserve the right to modify maintenance and related facility priorities and redirect the FMP's labor in the event it deems it necessary.

4.1.1 Personnel

The FMP shall provide qualified supervisory, technical, administrative, and clerical personnel to accomplish all work and services required by this contract and within time frames specified. The FMP employees shall be trained, qualified, certified, or licensed as required in this contract prior to starting work. The State of Louisiana will not provide initial skills training to FMP personnel, subcontractors or others involved in the execution of this contract.

The FMP shall maintain records of training qualifications, certification, and licenses. The FMP shall maintain the workforce in such a manner as to ensure that the employees remain fully qualified to perform the work assigned. The FMP shall submit an organization chart in its proposal and identify personnel proposed to perform the contract requirements.

For the purposes of this RFP, note that the term "FMP employee(s)" or "Contractor employee(s)" applies to all FMP employee(s) as well as subcontractor employee(s).

All FMP/subcontractor personnel shall be trained and highly qualified to perform the work to which they are assigned under this Contract. All FMP personnel shall have a minimum number of years of experience at journeyman level as specified below:

- | | |
|---------------------------------|------|
| 1. Bldg. Automation Technician: | 5yrs |
| 2. Electrician: | 4yrs |
| 3. HVAC/Sheet Metal Technician: | 4yrs |
| 4. Automotive Mechanic: | 4yrs |

5. Plumbers/Pipefitters:	4yrs
6. Painters/Plasterer:	4yrs
7. Carpenter:	4yrs
8. Operating Engineers:	4yrs
9. General Maintenance Repair Technician:	3yrs
10. Welders:	4yrs
11. Machinist	4yrs

Equipment Operators: All FMP/subcontractor personnel operating mobile equipment and vehicles shall possess a valid state operator's license, to include Commercial Driver's Licenses (CDLs), if required for the equipment and vehicles operated. Haulers of hazardous waste shall have the hazardous material (HM) endorsement on their CDLs. Forklift truck operators shall be licensed in accordance with OSHA standards.

Gas Leak Response: All Contractor personnel responding to gas leaks shall be certified by OSHA and National Gas Institute Safety Board (NGISB).

Fire Suppression System Maintenance: All FMP/subcontractor personnel inspecting and performing maintenance on fire suppression systems shall be trained and qualified to perform the tasks. The FMP shall have a current State Fire Marshal Fire Protection Systems license. All FMP/subcontractors personnel perform maintenance and/or repairs on the fire detection/alarm systems are to be licensed by the State Fire Marshal. Each technician shall be required to carry such license with him at all times during inspection or repairs. All work performed on the fire protection system shall be performed under the supervision of a licensed NICET Level IV technician. The FMP shall provide a copy of the above required licenses upon request, prior to awarding contract.

Refrigeration, Air Conditioning, and Automotive Work: Contractor personnel who perform work on refrigeration systems, air conditioning systems, and automobiles shall be licensed and trained in the handling of Chlorofluorocarbon and Halon gases in accordance with the Clean Air Act (CAA) of 1990 to perform all work involving these gases.

Pest Control Applicators: All FMP/subcontractor personnel mixing and applying pesticides must be licensed with the Department of Agriculture and the Department of Entomology.

4.1.2 Key Personnel

The FMP shall submit resumes for key personnel in the management and staffing in its organization chart. Key personnel include, but are not limited to a Project Manager and a designated alternate Project Manager, Facilities Manager, Horticultural Manager, Custodial Manager, Human Resources Administrator, and Warehouse/Supplies Manager. Any changes to the working status of these key personnel shall be provided to the Office of State Buildings management within five (5) working days prior to the change.

4.1.3 Employee Limitations

The FMP shall not employ any alien who is not lawfully employable in the United States under the Immigration Reform and Control Act.

The FMP shall only employ persons able to communicate and understand English for those positions interacting with State of Louisiana personnel in the performance of this contract, or where English is used or essential to provide the product, record, data, information, or service

The FMP shall insure that all FMP personnel meet the physical requirements to perform the function(s) and task(s) to which they are assigned. This may include performing work in conditions of extreme heat and cold, high humidity, and blowing winds.

4.1.4 Employee Roster

At the start of this contract, the FMP shall provide to the Office of State Buildings a roster listing, by functional area, all employees and their job titles, hourly rate and annual salary. The FMP shall update the roster within five (5) working days after any change.

4.1.5 Identification of Employees

The FMP shall provide each employee with an identification (ID) card at all times when performing work under this contract. The ID card format shall include, at a minimum, the ID number, date issued and expiration date (not to exceed the end of the base contract term (3 years), employees name, FMP name, functional area of assignment, and photograph. The identification cards for key personnel shall also indicate their job titles.

The personnel shall be required to wear their ID card at all times when performing work under this contract and in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit.

The FMP shall collect and dispose of all FMP furnished identification cards upon termination of said employee.

4.1.6 Personnel Conduct

The FMP personnel shall be required to wear uniforms that consist of professional looking coordinated attire, clearly identifying them as employees of the FMP. Uniforms shall be maintained in a neat, clean and free from excessive wear condition.

The FMP personnel shall conduct themselves in a professional manner and not exhibit rude behavior toward building tenants, visitors, or Office of State Buildings.

The use of alcoholic beverages or illegal drugs by FMP personnel is forbidden during the performance of this contract or while physically on State of Louisiana properties identified within this RFP.

The FMP personnel shall not loiter in any working or patron area. Upon completion of their assigned duties, employees shall depart the facility/area.

4.1.7 Employment for Existing Office of State Buildings Staff

“Subject to the approval by the Louisiana Board of Ethics, The FMP will be required to interview one hundred percent (100%) of current, full time Office of State Buildings maintenance and support staff displaced by the award of this contract. The pinion from the Board of Ethics opinion/determination will be provided not later than two (2) weeks prior to the proposal date.

4.1.8 Training

The FMP will be required to provide, on a monthly basis at a minimum, any and all appropriate training to its workforce as well as ongoing safety meetings and classes to assure training and safety needs/requirements.

4.1.9 Office Space/Work Areas

The FMP will be provided reasonable office space, warehouse area and work (shop) areas within the existing Office of State Buildings – Service Center to support the specified facility maintenance services. The Office of State Buildings management will coordinate with the FMP and its representative(s) determine quantity and size of the needed areas. It should be noted that certain portions, sometimes significant portions of certain work areas will need to be retained by the Office of State Buildings to facilitate its staffing and work area needs to perform project work. The FMP should indicate in its proposal approximate area needs based on their plan of action.

4.1.10 Facility Management Services

The FMP will be responsible for “limited” facility management services in association with the Office of State Buildings management team. These FMP responsibilities will include, but not necessarily be limited to the following:

- A. Provide technical expertise and engineering management consulting services to protect the State of Louisiana’s capital investments of building systems and related equipment.
- B. Coordinate and work with, escort and assist the State of Louisiana agencies (typically, the Office of State Buildings and Office of Facility Planning & Control) as well as building tenants, outside contractors, subcontractors and consultants hired by the State of Louisiana regarding facility renovations, improvements, additions, upgrades, building retrofits, studies, and evaluations scheduled utility outages, and field verification of existing conditions.
- C. Notification of OSB upon learning that a building tenant has made, or plans to make changes (either renovations or changes to occupied square footage) to their physical space, or arrangement of systems furniture workstations without prior approval of OSB.

- D. Provide access to above-ceiling and other semi-concealed spaces to those noted above, as requested by OSB.
- E. Act as daily in-house contact person and liaison between independent contractors performing renovations/additions/improvements in OSB facilities and the building tenants, the project designer, and OSB.
- F. Attend monthly renovation progress meetings for all independently contracted renovation/addition/improvement projects.
- G. Perform yearly inspections of each facility and submit detailed condition assessment reports for the purpose of identifying items for possible inclusion into OSB's Capital Outlay and OFC Five-Year Plans.
- H. Notification of OSB immediately of any observed conditions or damages to facilities which may present a threat to public health and/or safety. Take emergency measures and document all damages to facilities which require repairs by a third-party contractor.
- I. Correction of damages caused by failure of existing building equipment or systems will be the vendor's responsibility in full. This statement will not apply if the existing equipment is damaged due to the negligence of others or acts of God.

4.2 Specific Requirements:

This section contains specific areas for which the FMP will be required to provide services in accordance with what the State of Louisiana has determined are its needs, desired operating objectives, and desired operating environment. Proposers shall make their submission based on the State's needs as defined within this RFP.

4.2.1 Building Envelope and Structure

The FMP shall provide a full range of architectural maintenance (both routine and preventive maintenance services). The maintenance and repairs to facilities include, but are not limited to; doors, walls, wall coverings, painting, plastering, floors and floor coverings, ceilings, ceiling tiles, windows, roofs, basements, gutters, sidewalks and pavement, elevators, lifts and any built-in building structure. Built-in building structures are defined as permanent parts of a larger structure such as: a built-in piece of furniture, bookcase, counter, countertop, cabinet, appliance, etc. The FMP will perform clean-up services for utility back-ups, overflows, water line leaks and sprinkler discharges.

In addition, the FMP will work with and coordinate upon request by the Office of State Buildings representatives any and all negotiations with other service providers (Contractors and Subcontractors, etc.) to resolve facility related issues.

The FMP will be responsible to provide assistance to the agencies housed in OSB facilities during tenant relocations, office renovations and modular work station installation/alterations.

The FMP will be required to adhere to the response times included within this RFP. (See Sec. 4.3 - Standard Repair Service Response Times)

For roofs under warranty, the FMP shall notify the warrantor in writing of all roofing problems, and shall contact the warrantor's approved roofing contractor to enact all repairs. Prior to each time a roofing contractor is contacted to perform repairs, FMP shall notify FP&C Roofing Section by telephone, with follow-up in writing.

4.2.2 Central Utilities Plants (Baton Rouge)

The FMP will perform all maintenance and repairs to the central utilities facilities (chilled water plants) in downtown Baton Rouge, specifically the North Central Plant, South Central Plant and Shaw Center Plant. In addition, the FMP will perform all maintenance and repairs for stand-alone chiller equipment in Baton Rouge. The facilities with stand alone equipment include: DEQ Lab, Baton Rouge State Office Building, Information Services Building, First Circuit Court of Appeal, Old Governor's Mansion, Governor's Mansion, Wooddale State Office Building and Champion State Office Buildings. Items for which the FMP will be responsible include, but are not limited to: ongoing monitoring, repair and maintenance of chiller equipment, chilled water supply/return piping, associated pumps and controls, chemical water treatment, electrical, electronic and compressed air systems.

The FMP shall provide around the clock (24 hours per day/7 days per week/365 days per year) staffing to monitor the existing South Central Plant. Around the clock staffing for the North Central Plant and Shaw Central Plant is not required; however, the FMP shall provide any and all monitoring and staffing necessary to assure the adequate delivery and functionality of the chilled water supplied from and returning to these facilities.

The FMP shall maintain an after hour's activity log of all activities/operational issues that occur outside normal office hours for all OSB facilities. At a minimum this log by the FMP shall record all activities, problems, work requests etc. An electronic copy of this log shall be emailed to specified OSB representatives at the end of each shift.

The FMP shall monitor on a continual basis the building automation systems of all OSB facilities. The building automation system shall be checked not less than twice an hour. The FMP shall inspect all facilities/equipment for alarms and/or for equipment operating out of normal operating ranges. The FMP shall correct issues as they are found. Work orders shall be submitted for all unresolved issues.

The FMP shall inspect and record in a written log, all operating conditions (i.e. temperatures, pressures, levels, set points, etc.) of all North and South Plant equipment at three hour intervals. Corrective action for issues found during the inspections shall be performed immediately.

The FMP will be required to adhere to the response times included within this RFP.

4.2.3 Plumbing, Sewer and Water Control Systems

The FMP will perform all routine/preventive maintenance and repairs maintenance to all plumbing equipment and include, but not be limited to; piping, service pipes, drains, valves, fittings, gauges, sumps sewer lines, wastewater treatment systems (including chemicals),

backflow prevention devices, grease traps, storage tanks, pumps, water heaters, sinks, showers, toilets, faucets, water purifiers, water softeners, chemical treatment, garbage disposals, washer lines, floor drains, leak detection and electronic and pneumatic controls, annual testing of grease traps, and all gas lines and regulators.

The FMP shall be responsible for maintaining all grease traps. The FMP shall pump out, pressure wash and scrape clean all grease traps to remove all grease from the walls and floors. In case of spillage or overflow, the FMP shall remove and clean up before leaving site.

- A. The FMP shall remove and dispose of all grease trap waste in a manner acceptable to local parish Department of Public Works, Department of Environmental Quality guidelines and regulations at an approved disposal site.
- B. The FMP shall clean all drain lines from the cafeterias that are feeding into the grease trap with high pressure water jet or cable.
- C. The FMP will be responsible for all traps and lines to be sufficiently free of grease & residuals. Those found not sufficiently cleaned shall be re-cleaned at no additional cost to OSB.
- D. Grease Traps must be cleaned every 90 days in accordance with the following schedule:

Between August	15 th – 20 th
Between November	15 th – 20 th
Between February	15 th – 20 th
Between May	15 th – 20 th

For Facilities in East Baton Rouge Parish, this schedule must be strictly adhered to in order to meet the requirements set forth in section 206 of the City Parish Ordinance #8095.

- E. All grease traps shall be cleaned on same day. A copy of the manifest document for each grease trap shall be sent to the FMP and provided to OSB upon request. Price includes all disposal fees and local city/parish fees.

The FMP will be required to adhere to the response times included within this RFP.

4.2.4 Electrical Systems & Lighting

The FMP will perform all routine/preventive maintenance and repairs maintenance to electrical systems equipment and lighting and include, but not be limited to; 13.8kV high voltage distribution systems inclusive of transformers, switchgear, cables, and secondary conductors; all switchgear, main panel-boards, sub-panels, disconnects, motor starters, uninterrupted power supply, feeders, and wiring; receptacles and switches; conduit; wire breakers; interior and exterior lighting; security lighting; ballast; lighting control systems; exterior pole mounted lights and cameras; lightning protection; transient voltage suppressor (TVSS) systems; lamp replacement.

The FMP shall provide any and all specialty tools and equipment, including specialized vehicles which may be required for the proper maintenance of the equipment installed at the facility or on their premises.

The FMP will be responsible to provide assistance to the agencies housed in OSB facilities during tenant relocations, office renovations and modular work station installation/alterations.

The Office of State Buildings has grouped the building lighting systems found in its facilities into the four general types of systems listed below:

- A. Building Wide Lighting and Automated Control System: The building wide automated lighting control system is composed of an automated light scavenging/dimming system. A combination of T8 and T5 fluorescent and metal halide lighting is controlled by a combination of addressable and networked system controllers, digital equinox networked switches, sweep switches, photo controls, power packs and motion/ audio sensing technology. All lighting controls are linked through the A4 (field device network) and S2 (system controller network) to a central computer where scheduling and operator control takes place.
- B. Area Specific Lighting and Automated Control System: Area specific automated lighting control systems consist of networked system controller cabinets, digital switches and complex sub control devices. The systems incorporate active dimming combined with preselected and programmed themes to operate a number of areas within a single room, such as a conference or committee room at multiple light intensities at the same time. A number of different types of lighting are incorporated into the system, such as: T8, T5 and T2 fluorescent lighting as well as incandescent and halogen lighting.
- C. Site and Building Exterior Lighting and Automated Control System: The site and building exterior lighting is a combination of metal halide, mercury vapor, high pressure sodium and fluorescent lighting that range from twenty (20) to one thousand (1000) watts of light intensity. The types of lighting that is used in many different ways throughout the Capitol Park and out of town buildings are: 1) Pole lighting, which encompass street, sidewalk, parking lots and also accent and building illumination. 2) Ground and tree lighting that illuminate trees, shrubs and also sidewalks and paths. 3) Accent and security lighting which illuminate buildings, signs and capitol complex area grounds. All of the lighting listed is controlled by a combination of the building wide automated lighting control system and our building automation system. Within these systems a number of schedules are programmed to ensure energy savings along with building and site security.
- D. Standard Interior Lighting: The standard interior lighting is composed of a traditional high voltage switched, motion switched or a timer controlled stand alone system. Several types of lighting are controlled by the mentioned components, which are as follows: T2, T5 and T8 fluorescent lighting as well as incandescent, halogen, metal halide, mercury vapor and high pressure sodium lighting. Systems range from area lighting to architectural accent lighting and voltages range from 12 volt to 277 volt.

The FMP will be required to adhere to the response times included within this RFP.

4.2.5 Heating, Ventilation and Air Conditioning (HVAC)

The FMP will perform all maintenance and repairs to all HVAC equipment and include, but not limited to; direct exchange cooling units, heat pumps, air handling units, roof top units, exhaust fans, related distribution piping, pumps, valves, controls, thermostats, coils, refrigerant piping, compressed air systems, ductwork, grills, insulation, chemical treatment, power conditioning, DDC controls (including set points and controls), pneumatic, electronic controls, and automatic programmable control systems.

The FMP is responsible for keeping vents, returns, and ventilation systems clean and free of debris as a part of preventive maintenance activity. The FMP will be required to create a maintenance schedule for inspection of ducts in accordance with industry and/or Office of State Buildings standards.

The FMP is responsible for insuring the equipment and systems are inspected, logged and scheduled for preventive and predictive maintenance.

The FMP shall perform all preventive maintenance functions for all of OSB HVAC equipment as specified in "Exhibit 2" and as dictated by current practices by the Office of State Buildings personnel based on conditions experienced at the location/facility.

The FMP will be required to adhere to the response times included within this RFP.

4.2.6 Building Automation Systems

The Building Automation Systems shall be maintained in an energy efficient manner to assure occupant comfort, maintain occupant safety, and extend equipment life. The contractor shall furnish all necessary technical support, repair, labor, materials, tools and testing equipment, and other services necessary and incidental to accomplish the work as listed herein:

All labor, parts and materials required for scheduled and unscheduled maintenance, repair (including programming) or replacement of the entire Building Automation System. This includes the server and any/all updates or available patches.

The FMP shall verify the operation of the control sequences required to maintain the desired conditions within the spaces being served by the HVAC equipment

Upon consultation with the Office of State Buildings staff, the FMP shall modify control sequences to increase the reliability, comfort, and energy efficiency of the systems being controlled.

The FMP shall maintain the most current software version for the Building Automation System and Equipment. The updated system in its entirety shall be and remain the property of the Division of Administration/Office of State Buildings at the conclusion/termination of this contract.

The FMP shall perform regularly scheduled backups of the building automation systems.

The FMP must have written approval from the Office of State Buildings prior to modifications to the Building Automation System and Equipment.

The FMP shall be responsible for any and all repairs and required inspections and annual certifications of the Building Automation System. At a minimum, the FMP shall calibrate critical sensors and perform modifications of the graphics, address any problems/concerns of the system, and fine tune control loops for optimum performance.

Refer to "Exhibit 2" for detailed preventive maintenance specification requirements for Building Automation.

In order to maximize operation and maintenance efficiency, the contractor shall provide operational and diagnostic tests to verify proper system operation and make adjustments as required. At OSB's request, the contractor shall provide reports for each facility on a monthly basis. The reports shall be constructed to demonstrate energy optimization on a comparative basis. Comparison shall be by individual facility, aggregate facility, and owner established standard.

The contractor shall verify that all set points are in accordance with the sequence of operations including, but not limited to, temperature set point, discharge air set points, and static pressure set points on a monthly basis. The scope of the analysis shall include, but is not limited to; all air units, thermostats, VAV boxes, and economizer cycles. Upon request the contractor shall provide a monthly written report to the Office of State Buildings on the status of each sequence of operation. The report shall be in a spreadsheet format for sorting purposes.

In order for the Building Automation System to maintain a high degree of integrity the following services shall be furnished by the FMP:

- A. Produce reports as requested by owner's representative, password and access manipulation for State Employees as requested by an OSB representative, perform system backups monthly or when requested by OSB representative. Customize report access groups, on-site training with FMP's employees during daily duties.
- B. Maintenance and repairs or replacement of all pneumatic controls, air compressors and all peripheral equipment in their entirety shall be maintained, repaired and replaced by the FMP.
- C. Responsible for the replacement of defective pneumatic airlines, control wiring, and conduit, etc. including damage caused from sources, such as water and lightning damage.
- D. Check all control valves for leaks, sticking stems, defective actuators, etc, and shall lubricate, repair and adjust as required.

Note that all parts shall be replaced with new original manufacturer's components in order to maintain the integrity of the system

- E. Control valve repairs, including all necessary valve parts including replacing the valve when necessary.
- F. All preventive maintenance work shall be done on a regularly scheduled basis.
- G. Refrigerant monitors and all peripheral equipment in their entirety.
- H. Variable speed drives/soft starters and all peripheral equipment in their entirety shall be maintained, repaired and or replaced as follows. The contractor shall furnish all necessary technical support, repair, labor, materials, tools and testing equipment, and other services necessary and incidental to accomplish all work.

The FMP will be required to adhere to the response times included within this RFP.

4.2.7 Uninterruptable Power Supply (UPS) Systems and Emergency Generators

The FMP will perform all maintenance and repairs on all UPS systems transfer switches and generator equipment including, but not limited to; static and rotary power supply systems, batteries, generator sets, engines, transfer switches, switch gear, alternators, mufflers, exhaust systems, enclosures, controls, fuel tanks, filters, fuel lines and fans.

The FMP will perform a monthly testing of all generator equipment that will include, but not necessarily be limited to; running each emergency generator for the manufacturer's recommended period of time, inspecting emergency generator sets, controls, batteries, charging systems, fuel storage systems, fuel levels and pumping systems.

The FMP is required to perform an annual Load Bank Test of all generators and provide results of tests to the designated Office of State Buildings personnel.

The FMP will be required to adhere to the response times included within this RFP.

4.2.8 Security and Alarm Systems

The FMP will perform maintenance and repairs on all security systems equipment including, but not limited to; interior and exterior locking control systems, security fencing, gate operators, gate locks, CCTV equipment, CCTV head-end equipment, low-voltage cabling, cameras, monitors, control panels, intercom systems, locks, locking control systems, fire alarm systems, intercom systems, access control system, including any and all programming.

The Card Access Systems and all peripheral equipment in their entirety shall be maintained, repaired and if necessary replaced by the FMP. The FMP shall furnish all necessary technical support, repair, labor, materials, tools and testing equipment, and other services necessary and incidental to accomplish all work to OSB's card access system.

- A. Work shall include but not be limited to the following services:
 - 1) Password and access manipulation
 - 2) Database partition alterations

- 3) Changing times on the building ck720's
- 4) Produce reports as requested by OSB representative
- 5) Scheduling and downloading for holidays
- 6) Perform system backups twice weekly or when requested by OSB representative
- 7) Lock and unlock doors when requested by OSB representative for testing purposes
- 8) Add or change time zones in buildings
- 9) All programming or request for anything done on computer
- 10) Train contractual security employees as needed or requested by OSB representative
- 11) Provide documentation or instruction for operation as requested and any other functions to be performed on this system

B. The FMP will be responsible to maintain, upgrade and add available patches (including programming) to the card access server and all card access panels. This includes all repairs and or replacement.

The FMP shall furnish all necessary technical support, labor, tools, testing equipment, parts and other services necessary and incidental to maintain and repair all gates (typically in the various garages), and the gate control system, and all peripheral equipment in their entirety.

The FMP and its sub-contractors performing maintenance, repair or inspections shall have all current licenses applicable to performing work on the security systems for the respective municipalities. The FMP should provide a copy of the above required licenses.

Security cameras systems and all peripheral equipment in their entirety, including camera controllers, DVN's and DVR's shall be maintained, repaired and or replaced by the contractor. The FMP shall furnish all necessary technical support, repair, labor, materials, tools and testing equipment, including cabling and other services necessary and incidental to accomplish all work to the facilities security camera systems.

The FMP will be required to adhere to the response times included within this RFP.

4.2.9 Fire Alarm, Fire Sprinkler and Fire Suppression

Fire alarm systems and all peripheral equipment (i.e. panels, controllers, devices, wiring, etc.) in their entirety shall be maintained, repaired and or replaced by the FMP as necessary. The FMP shall provide all labor, parts, and materials required for scheduled and unscheduled maintenance, repair (including programming) or replacement on all fire alarm systems.

The FMP or sub-contractors performing maintenance, repair or inspections shall have all current licenses applicable to performing work on the fire alarm systems for the respective municipalities. The FMP should provide a copy of the above required licenses with the bid package.

OSB representative will have authority to request from the FMP proof of state fire detection/burglar alarm license.

The FMP will be responsible for keeping smoke detectors clean and free of debris.

All labor, parts and materials required for scheduled and unscheduled maintenance, repair (including programming) or replacement on the fire curtains, doors and all peripheral equipment shall be provided by the FMP.

All fire alarm monitoring and all peripheral equipment in their entirety shall be tested, maintained, repaired and or replaced as follows. The FMP shall also furnish all necessary technical support, repair, labor, materials, tools and testing equipment, and other services necessary and incidental to accomplish the work listed below.

- A. Setup and commission all local and central hardware and software systems at each site and the remote monitoring station using documented standard processes.
- B. Provide 24/7 monitoring at the remote monitoring station using operators with a minimum of 2-year technical degrees.
- C. Each operating shift at the remote monitoring station will be supervised by a shift supervisor with a minimum of 5 years experience related to the service, installation and operation of HVAC, fire and security systems.
- D. When an alarm is received at the remote monitoring station, a UL-certified system will automatically identify the customer site and call list, the alarm will be acknowledged by an operator, and notifications made according to the prioritized call list until contact is made.
- E. All alarm transactions will be stored in a central database and will be available in standard reports.
- F. Regular system integrity checks will be performed to insure that every monitored site and/or panel is able to communicate with the remote monitoring station. Checks to be performed at a frequency deemed reasonable for the application, but at a minimum of once per day.
- G. All phone conversations made as part of a response to an alarm will be recorded and stored in the system at the remote monitoring station.
- H. Remote monitoring station infrastructure will be monitored 24/7 and maintained by a dedicated organization.
- I. The remote monitoring station will be operated and maintained to meet or exceed the requirements for both underwriters' laboratories (UL) and factory mutual (FM) certification for central station monitoring of fire and security systems. The remote monitoring station will maintain both UL and FM certifications.
- J. In the event of an alarm, the contractor shall follow the notification protocol established by OSB. The OSB designated representative will supply the FMP with a list of names to call in the event of an alarm and the sequence in which the names shall be called.

The FMP is required to respond to fire alarm emergencies including, but not limited to; fire alarm system failures, fire alarm system hard alarms, fire alarm system communication failures, fire sprinkler system failures, and damaged sprinkler heads according to the response time included within this RFP.

Sprinkler/Fire Protection System and all peripheral equipment in their entirety shall be maintained, repaired, tested and replaced by the FMP.

All labor and material required for preventive maintenance, replacement, repairs and testing on the sprinkler and fire protection systems are to be provided by the FMP.

The FMP will be responsible to tag system and denote any deficiencies of ancillary devices connected or associated with f/a system (such as hood suppression, Halon systems, sprinkler systems), then submit in writing to owner and the state fire marshal – see life safety code 101 (7.63).

The FMP shall perform flow test on the wet pipe sprinkler system.

Operation of water flow switches, fire sprinklers, flow indicators, speakers, phones, horns, alarms at control panel, and other functions needed to perform a full test shall be verified by the FMP.

The FMP shall close sprinkler gate valves and OSY valves; verify supervision alarm at control panel; return OSY and gate valves to open position clearing supervisory alarm.

4.2.10 Kitchen Equipment

The FMP will be required to perform all routine/preventive maintenance and repairs maintenance on all kitchen equipment including, but not limited to; ranges, ovens, convection ovens, microwave ovens, fryers, stoves, griddles, char-broilers, grills, steamers, toasters, blenders, mixers, grinders, ventilation systems, vent hoods, refrigerators, freezers, coolers, ice machines, steam tables, coffee brewers and dishwashers.

While all kitchen equipment in all facilities are to be included, particular attention will be necessary for the commercial grade kitchens for which this RFP includes, e.g. Claiborne Building Cafeteria, Poydras Building Cafeteria, LaSalle Building Cafeteria, Governor's Mansion and State Capitol and the Old Governor's Mansion.

The FMP will be required to adhere to the response times included within this RFP.

4.2.11 Laundry Equipment (Governor's Mansion, Pentagon Barracks)

The FMP will perform maintenance and repairs on all laundry equipment including, but not limited to; washers, dryers, tumblers, presses, ironers, dry-cleaning machines and finishers.

The FMP will be required to adhere to the response times included within this RFP.

4.2.12 Horticultural Services

The FMP shall perform a wide array of horticultural services for each of the various facilities and their related grounds. These horticultural services include but not necessarily limited to grass

cutting, edging, weeding, weed trimming, blowing of debris, aerification, chemical and fertilization of lawns, trees, shrubbery and flowers, flower bed maintenance, irrigation maintenance, parking lot and pavement maintenance, pest control (ants) and trash/debris management/removal.

The FMP will be required to coordinate on a daily and regular basis with the designated Office of State Buildings representative (horticulturist) to develop and adhere to well-defined schedules of activities to insure that all OSB managed facilities are maintained to meet or exceed current service levels.

The FMP will be required to alter or supplement regularly scheduled horticultural services depending upon various weather factors such as drought, heat, damaging winds from storms and address/respond accordingly with appropriate service to mitigate the resultant problems.

The FMP is to pay particular attention to the historic grounds surrounding the State Capitol, i.e., Pentagon, Memorial Gardens and Arsenal Park. While all OSB facilities require a high degree of maintenance, it is extremely important to retain the current service levels for these highly visible and prominent grounds.

The FMP will be required to formulate a detailed "Schedule of Services Plan" for each facility location (See Part V. Facility Information). This plan shall be submitted by the successful Proposer no later than thirty (30) days in advance of the initiation of the contract for review and consultation by the Office of State Buildings Horticulturist. The Schedule of Services Plan shall be initiated at the inception of the contract and be adhered to unless written authorization is provided by the OSB Horticulturist to alter the plan.

The FMP shall provide horticultural services for all OSB facilities as specified below:

A. Lawn Maintenance

1) Mowing of Lawns

- a.) Visual Daily Inspections are to be done to identify and address problem areas. This includes but is not limited to items listed below.
 - 1. Diseases
 - 2. Insects
 - 3. Mechanical Damage
- b.) All lawns are to be cut once a week during the months of March thru December
 - 1. Lawns over seeded with ryegrass are to be cut once a week year round.
 - 2. The Office of State Building reserves the right to have lawns cut twice a week for special functions.
 - 3. All lawns are to be cut a minimum of once every two (2) weeks during the months of January and February. Note that the Office of State Building reserves the right to have lawns cut more than once every two (2) weeks for special functions.
- c.) Over Seeding Lawns

1. Required lawns are to be over seeded with annual or perennial ryegrass at the proper time of year.
2. Lawns over seeded are to be mowed once a week all year. Lawns to be over seeded are list below:
 - i. The Capitol
 - ii. The Formal Gardens
 - iii. The Governor's Mansion
 - iv. The Old Governor's Mansion (blended perennial ryegrass)
 - v. The Bridge Bed at the east entrance of the Arsenal
- d.) Edging and Weed Eating/Trim Work
 1. All edging of sidewalks and curbs are to be performed when the lawns are mowed.
 2. All weed eating of valve boxes, sidewalks, trimming around shrubs, buildings, etc. is to be performed when the lawns are mowed.
- e.) Clearing/Cleanup
 1. All sidewalks, streets, plazas, curbs, etc. are to be cleared using a blower to remove debris, leaves, clippings, etc. to make areas safe for the public.

2) Aerification of Lawns

- a.) All lawns shall be aerified a minimum of once a year.
- b.) The lawns of the Capitol, Formal Gardens and Governor's Mansion shall be aerified twice a year.
- c.) The State Library is to be aerified after the Annual Book Festival in the fall.
- d.) Plugs shall be raked smooth over the ground.

3) Fertilization of Lawns

- a.) All lawns shall be fertilized during the spring with follow-up fertilization as needed during the early summer.
- b.) All lawns shall be winterized in the fall.

B. Landscape Beds

- 1) All landscape beds shall be maintained in top condition throughout the year.
- 2) Pruning shall be done according to proper pruning techniques and as appropriate for the season.
- 3) All landscape beds shall have a well defined edge.
- 4) Plants that die must be replaced with same species and variety.
- 5) To control diseases and insects, the FMP shall spray plants with pesticide at the rate specified on the label.
- 6) All beds shall be fertilized twice a year with slow release fertilizer and as needed.
- 7) PH testing shall be done annually and beds corrected for proper PH.
- 8) Mulching

- a.) All landscape beds shall be mulched with pine bark mulch or shredded pine straw.
- b.) Pine bark mulch shall be kept one foot from the building surface to prevent termite damage.
- c.) Mulching shall be done twice a year at no less than 4" and no more than 6" deep.

C. Annual Flower Bed Maintenance

- 1) The flower beds shall have blooming annuals year round.
- 2) Annuals in the flower beds shall be rotated twice a year (spring and fall).
- 3) The flower beds shall not to be changed out all at once so color is always showing on the grounds.
- 4) All flower beds shall have a well defined edge.
- 5) Weeds shall be controlled by both hand cultivation and chemical controls.
- 6) Flower beds shall be fertilized with the proper fertilizer to maintain blooms and keep plants healthy.
- 7) To control diseases and insects, the FMP shall spray plants with pesticide at the rate specified on the label.

8) Annual Plant Materials

- a.) Annuals shall be planted a minimum of twice a year.
- b.) If a flower bed fails, it shall be replaced.
- c.) The beds color and plant scheme shall be specified by the Office of State Building.
- d.) The pot size of all plant material shall be a minimum of 4".

9) Bed sizes

- a.) Note that the beds in the Formal Gardens and State Capitol are on the Historic Register and shall not to be altered in size or shape.
- b.) Bed shape and size at other locations shall be determined in coordination with and approval by the OSB designated representative (Horticulturist).

10) Mulching

- a.) All flowerbeds shall be mulched after planting and additional mulching where soil is exposed.
- b.) Mulching material shall be either pine bark mulch or shredded pine straw.
- c.) Pine bark mulch shall be no less than one foot (1ft) from the building.
- d.) PH levels shall be monitored and adjusted to a ph of 6.0 to 7.2.

D. Irrigation Maintenance

- 1) All irrigation heads shall be visually inspected each week. Irrigation head alignment shall be done on an as needed basis at the time of the weekly inspections.
 - a.) Visually inspect irrigation heads spray patterns for proper coverage.
 - b.) Check irrigation clocks to insure proper operation.
 - c.) Check for leaks in piping.
- 2) All backflow preventers shall be inspected annually.
- 3) Replacement parts shall be with the manufacturers direct replacement part.
- 4) Repairs to the irrigation systems shall be made in a timely manner as prescribed by the Office of State Buildings.
- 5) Irrigation systems shall be operated after normal working hours.
- 6) Failed mechanical clocks shall be replaced with digital clocks.
- 7) Repairs to irrigation piping shall be made using schedule 40 pipe.

E. Parking Lot and Pavement Maintenance

- 1) All parking lots, sidewalks and curbs shall be kept clear of debris.
- 2) All drains shall be kept free of debris and cleaned to prevent flooding in the lots.
- 3) Low limbs and shrubs shall be kept pruned so vehicles can park under/beside them and pedestrians can walk without obstruction.
- 4) Weeds shall be controlled by the use of post emerge herbicides along with a premerger when used following specified rate on its label.
- 5) Weeds shall be cut with weed eaters or sprayed with herbicide so parking lots and streets can drain without obstructions.
- 6) Water puddles, caused by water drainage issues, shall be corrected to prevent safety/slipping problem associated with algae buildup.

F. Ant Maintenance –Fire ant and Sweet Ant

- 1) Ant pesticide shall be required in broadcast treatment for all OSB grounds twice a year.
- 2) Ant mounds shall be treated weekly as they appear.
- 3) Sweet ants and fire ants migrating into the buildings, light fixtures, mechanical equipment, electrical equipment, etc. and shall be treated in a timely manner as prescribe by the Office of State Buildings.

G. Trash Management

- 1) Debris piles, from daily maintenance tasks, litter and limbs shall be disposed of daily.
- 2) Loading docks and trash collection sites shall be kept clear of trash and debris.
- 3) All trash receptacles shall be emptied a minimum of once a week or when they become full.

- 4) The FMP shall provide all labor, materials, tools, equipment and supplies for all debris removal and cleanup efforts following a natural disaster/catastrophic event. Task include but not limited to:
 - a.) Clearing roads and parking lots.
 - b.) Debris gathering and removal.
 - c.) Cutting and disposing of fallen trees and tree limbs.
 - d.) Stump grinding and disposing of debris.
 - e.) Straightening and securing trees that are leaning.

H. Capitol Park North and South Lake Management

- 1) Lake edges shall be cut and weed eaten once a week. Areas with restricted accessibility are to be controlled by approved herbicides.
- 2) Lakes shall be cleaned of all trash and debris a minimum of two (2) and a maximum of three (3) times annually. Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge.

I. Rose Bed Maintenance

- 1) All roses shall be deadheaded weekly.
- 2) Roses shall be fertilized monthly with OSB approved rose food.
- 3) All roses shall be pruned twice a year using the standard horticultural practices.
- 4) All rose plantings shall be mulched three times a year. The FMP shall provide additional mulching when/where soil is exposed.
- 5) The FMP shall implement a weekly preventive maintenance program, as specified by OSB, to prevent insects and disease.

J. Boxwood Maintenance

- 1) All boxwoods shall be hedged twice a year (spring and fall) to maintain their formal appearance.
- 2) The FMP shall perform touch up pruning throughout the growing seasons.
- 3) The FMP shall fertilize as specified by OSB.
- 4) Pesticides shall be used to control insects and diseases.

K. Vegetable and Specialty Gardens

- 1) The FMP shall plant and maintain all vegetable and specialty gardens at the Governor's Mansion as specified by the Governor's Mansion Staff.

L. Planter box maintenance (including those at the Shaw Center)

- 1) Planters shall be weeded as necessary.
- 2) Plant material shall be pruned to keep shape.
- 3) Planter's irrigation systems shall be maintained in good working order.
- 4) Smart valve batteries shall be checked once a month.

- 5) Drainage holes shall be kept unclogged.
- 6) The FMP shall fertilize as specified by OSB.
- 7) Pesticides shall be used to control insects and diseases.
- 8) All dead plant material must be replaced in kind.

M. Special Events

- 1) The FMP shall provide all labor, tools/equipment and materials/supplies to decorate both inside and outside the State Capitol and Formal Garden with Christmas decorations as specified by OSB.

N. Tree Maintenance

- 1) Structural pruning for all trees to maintain the strength of the tree shall be done once a year.
- 2) All trees shall have sucker growth pruned out once a year.
- 3) Shaping and thinning of all trees shall to be done on an “as needed” basis and as recommended by the designated OSB representative.
- 4) All trees are to be fertilized annually as specified by OSB. Coordinate with OSB’s designated representative.
- 5) Pesticides shall be used to control insects and diseases.
- 6) All trees along the streets where OSB facilities reside shall be kept pruned to allow passage of large trucks, Mardi Gras floats and buses.
- 7) Any trees along walking paths and parking areas shall be pruned to prevent obstruction to pedestrians and vehicles.
- 8) Limbs damaged by lightning are to be pruned appropriately and must be documented and monitored for any further decline. The FMP shall take measures to bolster the health of the tree as recommended by the designated OSB representative.
- 9) Trees are to be monitored for bee populations. The FMP shall barricade the area until the hive is removed.
- 10) Any downed limbs shall be removed from areas of pedestrian and vehicular traffic.

O. Chemicals and Fertilizers

- 1) All chemicals and fertilizers shall meet the guidelines on FIFRA.
- 2) All chemical and fertilizers shall be recorded in a log book as specified by the EPA.
- 3) All chemicals and fertilizers used must also have their MSDS copies in an MSDS book.
- 4) All chemical and fertilizer applications must meet the requirements of the Louisiana Horticulture Commissions and Labeling.

Note: The Office of State Buildings is responsible for the horticultural services performed at the Old State Capitol in Baton Rouge as well as the New Orleans State Office Building

and Annex in New Orleans. See Part V, Facility Background Information for additional information.

4.2.13 Pest Control

The FMP will develop, implement and monitor a pest control plan for each facility inclusive of all pests and animals including wood destroying insects. The pest control plan should include a thorough inspection of all buildings, effective treatments, monitoring, and preventive measures for positive long-term pest control results. The FMP will respond to user requests for additional pest control treatments outside the normal pest control schedule if insects and/or pests are discovered.

This service shall include, but not be limited to all labor, materials and equipment necessary for the positive control and extermination of all rats, mice, bats, fleas, roaches (all types), ants (all types), mites, gnats, wasps, hornets, flies, silverfish, spiders and other pest airborne or otherwise.

All chemicals and treatments must be in compliance with Louisiana Structural Pest Control Law. Rules and Regulations for termite control work in Louisiana as adopted by the Pest Control Operators Association and approved by the Structural Pest Control Commission.

The FMP/subcontractor must be licensed with the Department of Agriculture and the Department of Entomology.

The FMP will be required to have on hand or immediately available and adequate supply of pest materials to meet the agency's needs.

Insecticides selected for use in treatment shall be labeled for that use. The pesticides shall be applied at the rate recommended on the label. The pesticides used shall be alternated at least every other application and have a residual effect.

All pest control work shall be performed in a safe manner and in accordance with the modern and effective scientific pest control procedures.

Prior to the start of contract, the FMP shall furnish the MSDS on all pesticides used to the Office of State Buildings.

Contractor shall be solely responsible for supplies and equipment. The Office of State Buildings will not be liable for destruction or theft of the property of the contractor through vandalism or any other cause.

The FMP shall provide pest control in strict accordance with the specifications and special conditions outlined herein.

Treatment for the interior of the building is to be accomplished monthly or as needed, on or about the same day of the month, unless otherwise approved by OSB.

Treatment shall be arranged so as not to interrupt normal routines of departments.

Treatment for each section shall be coordinated with the Office of State Buildings representative.

Any cafeterias, snack shops and break rooms are to be treated a minimum of twice monthly.

All buildings will be treated during normal working hours, unless otherwise approved by OSB.

Treatment for the exterior of the building is to be accomplished as needed. Special attention shall be taken to treat the bottom porches at the Pentagon Barracks, which are brick with a sand base and needs to be treated for sweet/fire ants on a preventative maintenance schedule.

After each month's service, the FMP shall give a written report to Office of State Buildings reporting any unsanitary conditions.

Each room in every building shall be thoroughly sprayed using a crack and crevice type treatment. Should there be any critical or persistent problem or unforeseen emergency such as infestation of nuisance pest such as bats, bees, etc. The FMP must respond within four (4) hours of being notified. Services shall be increased to whatever degree found necessary to bring the pest under control at no additional charge.

The FMP shall provide and maintain Termite Baiting Systems around the perimeter of all OSB facilities.

- A. Termite Baiting Systems active ingredient must be the same as that in Sentricon Exterra or First Line Baiting systems (or approved equal) and must be registered by the Department of Agriculture and Forestry.
- B. Tamper resistant bait containers must be used to limit access to authorized personnel only.
- C. Bait Station placement should be done in accordance with label directions and manufacturer's recommendations. Spacing should be at ten (10) to twelve (12) foot intervals around the entire perimeter of the building. Walkways, driveways, parking areas and other cement or asphalt covering adjacent to the structure will be cored or capped with tamper resistant covers.
- D. All stations must be inspected according to label directions and manufacturer recommendations or state law, whichever is more stringent. When termites are detected in a monitoring device, one or more additional stations will be installed within six (6) to twelve (12) inches of the infested device if feasible.
- E. The FMP shall provide an initial graph showing each station(s) location and a written report showing the status of each termite bait station.
- F. An updated status report will be provided after each monitoring and/or baiting.
- G. Copies of these reports will be retained on file at the contractor's place of business.

4.2.14 Pools, Fountains and Water Features (Select Facilities)

The FMP will perform maintenance and repairs on swimming pools (Governor's Mansion), fountains (Old Governor's Mansion (2 fountains), Pentagon Barracks and Shaw Center (2

fountains) and water features (State Museum) including, but not limited to; inspecting, pumps, motors, filters, pool surfaces, paint, underwater lights, piping, cracks, leaks, chemical feeders, automatic controllers; cleaning, sweeping and vacuuming on an "as-needed" basis; adding chlorine/chemicals to maintain pool water to safe and proper PH levels on an "as-needed" basis; maintaining filters, pumps, pipes and heaters.

The FMP is to develop and maintain a chemical level log and repair maintenance log for each fountain/pool. Copies of each log will be provided to OSB upon request. Copies can be sent via delivery mail or electronically.

The FMP is responsible for the purchasing of all chemicals necessary for proper maintenance on fountains and pools.

The FMP will be responsible for relocation of equipment (when necessary) for the proper operation of pool/fountains.

The FMP will be required to adhere to swimming pool, fountain and water feature response times included within this RFP.

4.2.15 Elevators

The FMP will perform all maintenance and repairs on all elevators (both passenger and freight) as well as dumbwaiters. The annual safety no-load testing is required for all elevators and a 5-year full-load safety test required upon expiration of previous test dates tagged on the equipment. The FMP will be required to adhere to the response time included within this RFP.

The FMP shall provide all parts, material, labor and services specified in this document including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical and electrical parts) of the type elevator(s) listed and related equipment located in the facility specified in accordance with the specifications annexed hereto. Each inspection must be signed for by an OSB representative.

The FMP shall furnish, replace, maintain, adjust, service and install when and as necessary the following items: Machine, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selector, worm gears, thrust bearings, radial bearings, break magnet, coils, break shoes, brushes and brush holders, motor & generator windings, rotating elements, commutations, Armatures, over-speed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoist-way wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, firefighters service phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoist way, door re-opening

devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoist way pushbuttons and indicators, timers, hoist-way limit switches, computer devices, switch and switch assemblies, electronic circuit boards and discreet solid state components, monitoring tachometers, two way communication devices, door operator motors, door safety edges, infra red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counterweight guide rails and brackets equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices and sensors, cams, car and hoist way door operating devices, interlocks and electric contacts, car and counterweight roller guides and slide guide assemblies.

The contractor shall furnish and replace shaft and car light fixtures and bulbs. The contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.

The FMP shall examine, adjust, repair and/or replace the following necessary equipment; 2-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starter's indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator contractor.

The FMP shall replace when necessary the guide rollers as required to insure a quiet operation.

The FMP shall keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.

The FMP/subcontractor shall only use manufacturer direct replacement part and lubricants or those part and lubricants that are recommended by the manufacturer when making repairs or performing preventive maintenance.

The FMP shall annual clean all steps, well ways, hoist way, cars and weights and documented in writing, listing the date each unit was cleaned.

Check charts shall be placed in each machine room (and must be kept current). The date each item is checked must be entered in the block (not a check mark)

The equipment room shall be clean and free of debris. Control cabinet doors are to be kept closed when not in use. All elevator door tracks shall be cleaned of dirt and debris on a daily basis to avoid elevator malfunctions.

A scheduled repair which results in down time must be scheduled with the Office of State Buildings before proceeding.

Normal response time shall not be more than two (2) hours. In the event someone is trapped in an elevator (entrapment), the response time shall not be more than thirty (30) minutes.

4.2.16 Parking Garage Management

The FMP shall be responsible for any and all maintenance services currently provided by the Office of State Buildings which are ***not*** a part of the parking management company currently under contract (Republic Parking Systems). The parking management services provided by Republic include all OSB controlled parking garages in Baton Rouge; specifically the Claiborne Parking Garage, LaSalle Parking Garage, Galvez Parking Garage, Welcome Center Parking Garage and State Parking Garage.

It is the intent to retain the existing parking management contract with Republic Parking System and those services provided within their contract. The facility management services provided by Republic Parking System for the various parking garages include the following:

- A. Collection of parking fees at fee garages
- B. Maintains records, tracks and performs any and all accounting functions relating to funds/collections
- C. Provides staffing to perform collections at ticket booths
- D. Provides staffing (porters) to perform light duty work (janitorial activities), including garbage collection and disposal, pressure washing of stairwells and parking areas, sweeping, mopping, and replacement of burned out light bulbs (*Note: The FMP will be required to supply any and all bulbs and repair/replace any and all ballasts*).
- E. Provides supplies and specified equipment for day to day operations, i.e. golf carts and sweeper/scrubber machines
- F. Provides pest control services for the garages
- G. Maintains/re-paints traffic markings and striping, parking equipment (inclusive of ticket booths)
- H. Provides general assistance to garage visitors, including jump-starting vehicles, directions, etc.

4.2.17 Water Treatment

The FMP will perform monthly inspections of all hot water, steam, condenser water/closed loop systems and includes, but is not limited to chilled water, cooling towers, steam boilers feed water, condensation and adjust chemical concentrations for each loop. The FMP shall provide and maintain all chemicals and accessories to keep water/steam system properly treated. Examples of accessories to be included, but not limited to, are all pumps, tubing, metering devices, probes, specialty tools and equipment. Monthly reports shall be provided to the OSB designated representative for review.

4.2.18 Janitorial Services

The FMP shall provide complete janitorial services, inclusive of all labor, materials, supplies, and equipment. The FMP shall plan, coordinate, schedule and insure effective performance of

all services. In addition to the regular and scheduled janitorial activities, the FMP will be required to perform services beyond the routine scheduled activities to address issues which may include, but not be limited to spot cleaning of carpets and fabrics, mopping for spills, re-filling toilet tissue and paper towel holders, re-filling hand soap dispensers. These services shall be included as a part of the FMP basic services.

The FMP shall provide the prescribed janitorial services Monday's thru Friday's, excluding holidays (See Part I-Section 1.4 – Holiday Schedule) and during the standard building operating hours (See Part VII-Schedule 1 – Facility Hours Schedule). Any deviations from these schedules (after operating hours or on weekends) are to be directed to the Office of State Buildings for consideration/approval.

The FMP shall produce and submit weekly reports to designated Office of State Buildings representatives indicating the various tasks performed and in comparison to a pre-determined schedule of requirements. The reports are to be specific in nature, e.g. location of where the work was completed along with the task completed. The weekly reports full content will be coordinated between the FMP and the Office of State Buildings.

The FMP shall establish a complete "Quality Control Program" to meet or exceed the current level of janitorial services provided. The FMP shall submit a copy of the FMP's anticipated and recommended contents of the program to the designated OSB representative for review and concurrence. As a part of the submitted program shall be the inclusion of "Quality Control Representatives" of sufficient numbers and specifically tasked to insure the provided janitorial services to all facilities are performed to the specified levels.

The "Quality Control Program" shall also include a system/methodology for identifying and correcting deficiencies prior to the level of performances becoming diminished or unacceptable.

In order to monitor the quality of work performed by the FMP, the Office of State Buildings will conduct random inspections on all areas cleaned commencing at the initiation of the contract. The intent of these inspections is to insure uniform, acceptable, complete and quality janitorial services for all OSB facilities on a daily and ongoing basis. The inspections performed by OSB shall be made in such a manner as to not unduly delay the work performed by the FMP.

The FMP shall provide any and all staffing to meet the specified services outlined below. The FMP is also responsible for providing additional staffing as necessary to accomplish the contract requirements at no additional cost to the contract.

The FMP shall make arrangements and provide for "on-site" supervision of the janitorial services. The on-site supervision means persons designated by the FMP which have full authority to act on behalf of the FMP on a day to day basis at the various work sites. These individuals will be of sufficient number to regularly and routinely handle the various daily janitorial issues and facilitate/coordinate their resolution immediately for all OSB facilities. The responsibilities of the on-site supervisors will be to perform contract supervision for the janitorial staffing and not be a part of the actual cleaning crews.

The FMP's "on-site" supervision shall be trained in the cleaning of bodily wastes/fluids from building surfaces in accordance with required safety practices for blood borne pathogens. Records of training for these personnel are to be made available upon request by the Office of State Buildings.

The FMP "on-site" supervisory staff will coordinate closely with Office of State Buildings designated representatives to create an effective and efficient delivery of janitorial services to the tenants housed in OSB facilities.

The FMP shall employ all other personnel qualified and capable staffing to perform the needed janitorial services. The personnel shall be provided with any and all necessary training to facilitate the needed results with the FMP provided managerial support. The staffing shall be trained to implement the cleaning of bodily fluids/waste from building surfaces in accordance with required safety practices for blood borne pathogens. The FMP will further be responsible for the proper disposal means of the discarded waste.

The FMP shall provide any and all necessary "relief" personnel from a pool of employees to insure that each specified assignment is performed per the janitorial specifications. In the event the FMP cannot provide an employee for the required work hours and related services are not achieved, the related reduced services amount will be subject to a reduction in the monthly invoice amount to be paid.

The FMP will be provided by the Office of State Buildings various items to facilitate and enable the janitorial services to be delivered, including electrical power at existing outlets, hot and cold water, and space in the various facilities for the storage/inventory of supplies and equipment to be utilized in the performance of the contract. Note that the space available is limited and will require coordination by and between the FMP and Office of State Buildings to determine availability, location and size of the storage areas.

The FMP shall furnish all supplies and materials necessary for the performance of the janitorial services and provide the products to stock the various dispensers, e.g., paper towels, toilet tissue, toilet seat covers, plastic trash can liners (for trash cans in offices and work cubicles), hand soap, air fresheners, and feminine napkins.

The FMP shall furnish all cleaning equipment (including power driven floor scrubbing machines, waxing and polishing machines, vacuum cleaners, mops, brooms, cleaning supplies, cleaners, cleaning powders, disinfectants, wood polish, etc. and any other items necessary to maintain the cleanliness and sanitation of all facilities. The FMP will also be responsible for all maintenance and repair costs to keep all equipment in working condition and to repair any damage resulting from misuse, abuse, or neglect by the janitorial service provider. Damaged and/or unserviceable equipment during the term of the contract shall be repaired/replaced at the expense of the FMP and in a manner to negate any service level reduction for the facilities.

The FMP shall be responsible for retaining and providing any and all Material Safety Data Sheets (MSDS) applicable to products and chemicals being furnished by the FMP and/or their sub-contractor. Any material suspected of not meeting regulatory specifications by the State of

Louisiana shall be discontinued in use until such time as the FMP provides supporting data to warrant approval for re-use.

In order to monitor the quality of work performed by the FMP, the Office of State Buildings will conduct random inspections on all areas cleaned commencing on the first week of the contract implementation. The intent of these inspections is to insure uniform, acceptable, complete and quality janitorial services for all OSB facilities on a daily and ongoing basis.

The FMP shall move and replace furniture to clean and apply finish to floors.

The FMP shall not clean dishes or clean food preparation area, except as stipulated above.

FMP is responsible for properly disposing of all chemicals, floor strippers, and waxes (Chemicals shall not be disposed of in interior/exterior building drains).

FMP shall furnish Office of State Buildings representative with telephone/cell phone number at which the FMP representative shall be immediately accessible and who shall return calls within two (2) hours.

FMP shall haul all trash from cleaning and building and deposit in designated trash receptacle.

Janitorial services will be performed five (5) days per week, Monday through Friday, (Excluding state Holidays). Services will begin at approximately 7:00 a.m. and end at 5:00 p.m. daily. The only exceptions made will be when it is necessary for the floors to be waxed or carpet to be cleaned. Weekend and after work hours must have a (2) day notice and must be authorized by the Office of State Buildings.

Contractor must provide the designated OSB representative a schedule of hours, name and number of employees that will be in the building upon request.

The FMP shall provide the janitorial services listed below for OSB facilities at the specified intervals:

A. ALL FACILITIES

1) "As Needed" Services (Services provided at OSB's request)

- a.) Following examples include but are not limited to:
- b.) Spot cleaning when requested.
- c.) Mopping up spills as needed.
- d.) Filling paper towel, toilet tissue, and hand soap dispensers when needed.
- e.) Keeping entrance to buildings clean.
- f.) Dust mop marble floors in main entrances and corridors.
- g.) Cleaning bodily fluids from buildings surfaces in accordance with required safety practices for blood borne pathogens.

1. Contactor shall furnish kits for cleaning and shall furnish trained staff member to supervise inmates to clean area(s) during regular contract hours.
 2. Contractor shall also be responsible for the proper disposal of all bodily wastes from buildings in accordance with required safety practices for blood borne pathogens.
 3. Every instance of such cleaning must include notification to an Office of State Buildings representative.
- h.) Any other cleaning as needed during the normal workday.

2) Daily Services

a.) Floors:

1. Floors in entrance lobby, hall areas and waiting rooms shall be dust mopped and damp mopped. Dust mops shall be appropriately treated and damp mop shall be accomplished with fresh clean water as required to leave a clean and neat appearance. Lobby floors, hall areas and waiting rooms shall be machine polished. Floor finish shall be applied as necessary to maintain a deep gloss finish.
2. Carpeted floors in offices shall be spot cleaned as needed.
3. Non-carpet floors in offices shall be dust mopped daily.
4. Hi-traffic carpet area shall be vacuumed.
5. Baseboards shall be kept free of dust and smears. No dirt, wax, or debris shall be allowed to accumulate around baseboards.

b.) Restrooms

1. Floors shall be swept, detergent mopped and rinsed with clean water.
2. Mirrors shall be wiped clean of all fingerprints and smudges.
3. Fittings and supply pipes shall be wiped clean.
4. Commodes, urinals, fixtures and hardware shall be cleaned and sanitized. Remove all watermarks and stains. (Do not use abrasives or scratch surfaces).
5. Waste receptacles shall be emptied, cleaned, sanitized, and resulting debris placed in a designated area and liners replaced.
6. Towel and tissue receptacles shall be filled from contractors stock, and checked periodically during the day to insure that receptacles are filled. Supplies must fit agency's dispenser.
7. Liquid soap receptacles shall be cleaned and refilled from stock and checked periodically during the day to insure that receptacles are filled. Supplies must fit agency's dispenser.
8. Contractor must supply deodorizers to be used to leave rest rooms free of odor.
9. Walls and partitions shall be cleaned and sanitized.
10. Restrooms shall be cleaned a minimum of twice a day.

c.) Elevators

1. Floors shall be vacuumed.

2. Walls shall be dusted and cleaned.
3. Metal trim and doors shall be cleaned and polished.
4. Elevator door tracks shall be cleaned of spills, dirt and debris.
5. Light lens shall be cleaned as necessary.
6. Baseboards shall be kept free of dust and smears. No dirt, wax, or debris shall be allowed to accumulate around baseboards.

d.) Receptacles

1. Waste receptacles shall be emptied and resulting debris placed in designated area. Receptacles shall be cleaned when they become soiled. Plastic liners shall be used in all waste receptacles.
2. Sand urns shall be sifted. Soiled sand shall be emptied and urn shall be refilled as needed from contractor's stock.

e.) Break Rooms

1. Counters, tables, and chairs shall be wiped cleaned and sanitized with a cleaner labeled for surface.
2. All microwaves shall be cleaned and sanitized, interior and exterior (do not use abrasives on these surfaces)
3. Replenish paper towels as needed, from contractor's stock.
4. Waste receptacles shall be emptied, cleaned, sanitized, and liners replaced, from contractor's stock.
5. Clean and wipe vending machines and exterior of refrigerators.

f.) Miscellaneous

1. Drinking fountains shall be cleaned and sanitized daily and as needed.
2. Sweep outside areas such as loading docks or steps and entrance as required and clean/wipe handrails.
3. Remove all debris and wipe clean all outside ashtrays/ash urns. Replace with sand as necessary (supplied by contractor).
4. All spills removed.
5. Waste containers in food service areas shall be emptied daily. All specifications in this contract shall apply to any and all food service areas in the building.
6. Janitorial closets shall be kept clean, neat and orderly at all times.
7. Entrance doors, frames, and glass shall be cleaned inside and out, including the metal header above the door.

g.) Glass

1. Entrance doors, lobby glass, window and all other glass shall be cleaned and streak free.

3) Weekly Services

- a.) Card readers, all switches, door knobs, doors, chair rails, jams, all walls and woodwork shall be cleaned of hand marks, spills, dust and dirt. Removal of marks on walls shall be accomplished without damaging wall surface.
- b.) All carpeted floors in office shall be vacuumed, and all other office floors damp mopped at least *twice* a week.
- c.) Dust all personal computers.
- d.) Kick plates shall be cleaned and polished.
- e.) Clean, wipe down and vacuum all chairs.
- f.) File cabinets, windowsills, and other wall ledges, and accessible office furniture shall be dusted with dust control treated clothes.

4) Monthly Services

- a.) Stairwells shall be soap mopped and rinsed.
- b.) Stair railing shall be wiped clean.
- c.) All restroom floors shall be scrubbed and cleaned with a bio-activator or equivalent.

5) Quarterly Services

- a.) Clean all fire extinguisher cabinets inside and out to keep them dust and soil free.
- b.) All ceramic tile and grout floors in restrooms shall be machine scrubbed with proper brush designed for ceramic tile.
- c.) Clean baseboards of exterior debris and dust.

6) Semi-Annual Services

- a.) Light fixtures to be cleaned of exterior debris and dust.
- b.) All ceramic tile and grout floors shall be cleaned as per the recommendation for ceramic tile. All composition, terrazzo, and slate floors shall be stripped, cleaned, and machine polished, including offices. Contractor shall move rugs and office furniture to ensure that floors are evenly treated, and shall be directly responsible for any damage resulting to rugs, office furniture and walls. Heavy accumulations of wax shall not be allowed to build in corners, under desks, or around edges of floors.

7) Annual Services

- a.) All window blinds shall be cleaned with appropriately treated cloth. (This work will be performed after hours or on weekends). Weekend and after work hours must have a (2) day notice and must be authorized by OSB.

- b.) All building supply and return air grilles are to be cleaned of exterior debris.
(This work will be performed after hours or on weekends). Weekend and after work hours must have a (2) day notice and must be authorized by OSB.

B. STATE SUPREME COURT (Additional Specifications)

1) Daily Services

a.) Floors

1. Marble floors in entrance lobby, hall areas/ corridors and waiting rooms shall be dust mopped and mopped or auto scrub with a daily surface stone cleaner approved for marble floor to keep original gloss of stone. Dust mops shall be appropriately treated and damp mop shall be accomplished with fresh clean water as required to leave a clean and neat appearance. Marble floor in the main lobbies, hall areas/ corridors and waiting rooms shall be machine polished daily with an approved stone polish (Stone Brite or equal).
2. Marble stairwells should also be kept up. Daily dust mopping and mopped with approve daily cleaner.
3. Tile (VCT) floor needs to be swept and mopped daily. Floor finish shall be applied as necessary to maintain a deep gloss finish.
4. Carpeted floors in offices shall be spot cleaned where needed.
5. Hi-traffic carpet area shall be vacuumed.
6. Baseboards shall be kept free of dust and smears. No dirt, wax, or debris shall be allowed to accumulate around baseboards. Marble baseboards should also be kept free of dust.

b.) Restrooms

1. Floors shall be swept, detergent mopped and rinsed with clean water.
2. Mirrors shall be wiped clean of all fingerprints and smudges.
3. Fittings and supply pipes shall be wiped clean.
4. Commodes, urinals, fixtures and hardware shall be cleaned and sanitized. Remove all watermarks and stains. (Do not use abrasives or scratch surfaces).
5. Waste receptacles shall be emptied, cleaned, sanitized, and resulting debris placed in a designated area and liners replaced.
6. Towel and tissue receptacles shall be filled from contractors stock, and checked periodically during the day to insure that receptacles are filled. Supplies must fit agency's dispenser.
7. Towel and tissue receptacles shall be filled from contractors stock, and checked periodically during the day to insure that receptacles are filled. supplies must fit agency's dispenser.
8. Liquid soap receptacles shall be cleaned and refilled from contractors stock and checked periodically during the day to insure that receptacles are filled. Supplies must fit agency's dispenser.
9. Contractor must supply deodorizers to be used to leave rest rooms free of odor.
10. Walls and partitions shall be cleaned and sanitized.

c.) Elevators

1. Floors shall be vacuumed or swept and mopped.

2. Walls shall be dusted and cleaned.
3. Metal trim and doors shall be cleaned and polished.
4. Elevator door tracks shall be cleaned of spills, dirt and debris.
5. Light lens shall be cleaned as necessary.
6. Baseboards shall be kept free of dust and smears. No dirt, wax, or debris shall be allowed to accumulate around baseboards.

d.) Receptacles

1. Waste receptacle shall be emptied and resulting debris placed in designated area. Receptacles shall be cleaned when they become soiled. Plastic liners shall be used in all waste receptacles.
2. Sand urns shall be sifted. Soiled sand shall be emptied and urn shall be refilled as needed from contractor's stock.

e.) Break Rooms

1. Counters, tables, and chairs shall be wiped cleaned and sanitized with a cleaner labeled for surface.
2. All microwaves shall be cleaned and sanitized, interior and exterior (do not use abrasives on these surfaces)
3. Replenish paper towels as needed, from contractor's stock.
4. Waste receptacles shall be emptied, cleaned, sanitized, and liner replaced, from contractor's stock.
5. Clean and wipe vending machines and exterior of refrigerators.

f.) Miscellaneous

1. Drinking fountains shall be cleaned and sanitized as needed.
2. Sweep outside areas such as loading docks or steps and entrance as required and clean/wipe handrails.
3. Remove all debris and wipe clean all outside ashtrays/ash urns. Replace with sand as necessary (supplied by contractor). All spills removed.
4. Waste containers in food service areas shall be emptied daily. All specifications in this contract shall apply to any food service area in the building.
5. Janitorial closets shall be kept clean, neat and orderly at all times.
6. Entrance doors, frames, and glass shall be cleaned inside and out, including the metal header above the door. Security Monitor Room shall be cleaned (2) twice a day, once in the morning and once in the late afternoon.

g.) Glass

1. Entrance doors, lobby glass, window and all other glass shall be cleaned and streak free.

2) Weekly Services

- a.) Card readers, all switches, door knobs, doors, chair rails, jams, all walls and woodwork shall be cleaned of hand marks, spills, dust and dirt. Removal of

marks on walls shall be accomplished without damaging wall surface. Un-removable marks and stains shall be reported to Building Manager.

- b.) All carpeted floors in office shall be vacuumed, and all other office floors damp mopped at least twice a week.
- c.) Dust all personal computers.
- d.) Kick plates shall be cleaned and polished.
- e.) Clean, wipe down and vacuum all chairs.
- f.) File cabinets, windowsills, and other wall ledges, and accessible office furniture shall be dusted with dust control treated clothes.

3) Monthly Services

- a.) Stairwells shall be soap mopped and rinsed.
- b.) Stair railing shall be wiped clean.
- c.) All restroom floors shall be scrubbed and cleaned with a bio-activator or equivalent.
- d.) Marble floor machine polishing of surface stone using a Premier Polishing Powder or approve product for stone.
- e.) Wood trim in all corridors shall be wiped down and kept dust free.
- f.) Metal rails in balcony shall be wiped clean or polish.

4) Quarterly Service

- a.) Clean all fire extinguisher cabinets inside and out to keep them dust and soil free.
- b.) Marble steps machine polish of surface stone using a Premier Polishing Powder or approve product for stone. Also need to seal steps surface with Stone Glamour.

5) Semi-Annual Services

- a.) Clean baseboards of exterior debris and dust.
- b.) Light fixtures to be cleaned of exterior debris and dust.
- c.) All carpets shall be deep cleaned with a commercial extractor to remove all soils. Subsequent to such cleaning, an approved soil repellent chemical shall be applied. All furniture shall be removed by the contractor prior to cleaning and returned to its original position after soil repellent has dried.
- d.) All ceramic tile and grout floors shall be cleaned as per the recommendation for ceramic tile. All composition, terrazzo, and slate floors shall be stripped, cleaned, and machine polished, including offices. Contractor shall move rugs and office furniture to ensure that floors are evenly treated, and shall be directly responsible for any damage resulting to rugs, office furniture and walls. Heavy accumulations of wax shall not be allowed to build in corners, under desks, or around edges of floors.
- e.) Contractor will supply written procedures for cleaning prior to work being performed for approval by an OSB representative.

6) Annual Services

- a.) All window blinds shall be cleaned with appropriately treated cloth. (This work will be performed after hours or on weekends). Weekend and after work hours must have a (2) day notice and must be authorized by the Building Manager of the Office of State Buildings.
- b.) All building supply and return air grilles are to be cleaned of exterior debris. (This work will be performed after hours or on weekends). Weekend and after work hours must have a (2) day notice and must be authorized by an OSB representative.
- c.) Marble baseboard clean with a surface stone cleaner to remove any and all dirt and dust.

C. OLD GOVERNOR'S MANSION (Additional Specifications)

The janitorial services required for the Old Governor's Mansion, Baton Rouge, Louisiana are above normal and the needed services specified below:

In general, the FMP will be responsible for cleaning and servicing all interior space of the Old Governor's Mansion, including a 25 foot wide perimeter on the outside of the buildings. An area shall be designated for storage of the Contractor's equipment, materials, and supplies, however, neither the State nor Foundation for Historical Louisiana will be held responsible or liable for such equipment, materials, or supplies and the security thereof.

1) Daily Services

a.) Marble Terrazzo and Terra-Cotta Floors

- 1. All spills shall be cleaned from floors on an ongoing basis, including body fluid cleaning.
- 2. Contractor shall dust mop with mops treated with dust attracting chemicals that are safe for terrazzo floors.
- 3. Contractor shall mop terrazzo floors with a mild cleaner that is safe for terrazzo floors.
- 4. Contractor shall spray buff and polish floors using supplies and equipment that will provide a clear, even shine.

b.) Wood Floors in Bedrooms, Hallways, and Staircases

- 1. All spills shall be cleaned from floors and an ongoing basis, including body fluid cleaning.
- 2. Contractor shall dust-mop with mops treated with dust attracting chemicals that are labeled as safe for wood surface, making sure that all dust, dirt, and debris are removed from complete floor surface, including corners and edges.

c.) Linoleum/Composition Floors

1. All spills shall be cleaned from floors on an ongoing basis, including body fluid cleaning.
2. Contractor shall dust-mop floors using mops treated with dust attracting chemicals that are labeled for linoleum or composition floors, making sure that all dust, dirt, and debris are removed from complete floor surface, including corners and edges.
3. Contractor shall mop floors with cleaning solution safe for linoleum floors.
4. Contractor shall spray buff, and polish floors using equipment that will produce a clear, even shine.

d.) Marble Stairs in East Room and Marble Staircase

1. All spills shall be cleaned on an ongoing basis, including body fluid cleaning.
2. Contractor shall clean and damp-mop with an appropriate mild cleaner, being sure to clean corners and edges.

e.) Ceramic Tile Bathroom and Closet Floors

1. All spills shall be cleaned on an ongoing basis, including body fluid cleaning.
2. Contractor shall clean and mop daily with an appropriate mild cleaner.
3. Contractor shall seal floors with floor finish product for ceramic tile, and maintain the sealed finish.

f.) Bathrooms

1. All spills shall be cleaned on an ongoing basis, including body fluid cleaning.
2. Contractor shall clean and mop daily with an appropriate mild cleaner.
3. Contractor shall use fragrant deodorizers and a disinfectant spray (such as Lysol) in each bathroom.
4. All fixtures, including toilets, lavatories, bathtubs, shall be cleaned and sanitized using an antibacterial product.
5. Mirrors shall be wiped clean with a mirror cleaning product.
6. Fittings and supply pipes shall be wiped clean.
7. Contractor shall provide pump-style liquid soap receptacles in all bathrooms. Said receptacles shall be cleaned, and filled from Contractor's stock.
8. Paper towel and toilet tissue receptacles in all bathrooms shall be filled from Contractor's stock. Supplies must fit building's dispensers. Where there are no dispensers, an equivalent amount of supplies should be placed in the bathroom closet.
9. Wall and bathroom stall partitions shall be kept clean and wiped free of smears and marks.

g.) Wall, Doors, and Wood Trim

1. Contractor shall wipe smears and smudges off walls, doors, baseboards, molding, ledges, and other wood trim throughout the building, on an ongoing basis.

h.) Elevator

1. All spills shall be cleaned on an ongoing basis, including body fluid cleaning.
2. Contractor shall clean and polish all elevator surfaces, including brass surfaces, floors, walls, ceiling, doors, tracks, rails, and buttons.

i.) Fireplace and Hearths

1. Contractor shall clean fireplace, mantle, and fireplace hearths in east room and library, sweeping, and removing all trash and debris and keeping fireplace tools, and equipment free of dust at all times.

j.) Food Preparation Areas (Kitchen, Butlery, Kitchen Service Corridor)

1. Counters and tables shall be wiped clean sanitized with an antibacterial cleaner, including counter tops, edges, and legs.
2. All electrical appliances shall be cleaned and sanitized, including the interior and exterior, surfaces, walls, and tops. Appliances to be cleaned include the microwave, dishwashing equipment, heating, refrigeration equipment, and the icemaker equipment.
3. Stainless steel polish shall be applied to all stainless steel surfaces.
4. Contractor shall mop kitchen floors with a mild cleaner that is safe for linoleum floors.
5. Contractor shall spray buff, and polish floors using equipment that will produce a clear, even shine.
6. Contractor will strip, and wax floors as specified in Quarterly Services.

k.) Waste Receptacles

1. All waste receptacles throughout the building shall be emptied daily and resulting debris shall be placed in a designated area. Clean liners shall be used in all areas.
2. Waste receptacles shall be kept clean and sanitized on the interior and exterior surfaces.

l.) Entrances and Outside Areas

1. All cigarette receptacles shall be emptied of trash and debris and the medium (kitty litter or sand) shall be changed or added as needed and directed.

2. Front entrance – Contractor shall remove all trash and debris and shall sweep portico including steps. Contractor shall remove all trash and debris from driveway.
3. East Terrace – Contractor shall remove all trash and debris and sweep all stone and paved surfaces including steps to sidewalk. Contractor shall remove any visible trash from flowerbeds within three (3) feet of said stone or paved surfaces.
4. Rose Garden – Contractor shall remove all trash and debris and sweep all brick, stone, and paved surfaces within the fenced garden area, including the fence and the steps to the parking lot.
5. Basement Level Rear Entrance – Contractor shall remove all trash and debris and sweep all paved surfaces within ten (10) feet of the rear wall of the building.
6. West Entrance – Contractor shall remove all trash and debris and sweep all paved surfaces including steps to the sidewalk.
7. Twice a week dumpster must be shifted for pickup and returned to the original position.
8. Sweep curbs at front entrance and sweep and mop portico.

m.) Janitorial Closets

1. All janitorial closets shall be kept clean, neat, and orderly at all times.

n.) Dusting

1. All vents shall be dusted and wiped clean monthly, using dusters treated with dust attracting chemicals that are safe for surface.
2. Ceiling fan blades shall be dusted weekly, using dusters treated with dust attracting chemicals that are safe for surface.
3. All chandeliers shall be dusted once a month.
4. Window sills, ledges, baseboards, walls, doors, banisters, handrails, radiators, blinds, ceilings, exposed beams, moldings, and shelves, and corners shall be kept free of dust, cobwebs, and other debris at all times.
5. Furniture shall be kept free of dust at all times by dusting with a lamb wool, or feather duster.

2) Weekly Services

Contractor shall sweep stairs and stair landings of emergency stair tower. Contractor shall dust surfaces so that the area of the stair tower will remain free of dust, cobwebs, and other debris. Carpets and rugs shall be kept free of debris at all times, and shall be vacuumed.

3) Quarterly Services (Every Three (3) Months)

a.) Interior Glass

1. All interior window surfaces shall be cleaned. Windows shall be spot-cleaned daily as necessary to maintain cleanliness.
- b.) All interior panes of glass on display cases and bookcases. These panes shall be spot cleaned as necessary to maintain cleanliness.
- c.) The complete surface of mirrors in the east room shall be cleaned. Mirrors in east room shall be spot-cleaned as necessary to maintain cleanliness and wiped free of smudges, fingerprints, and splatters.

d.) Floors and Stairs

1. Contractor shall mop floor and stairs in stair tower.
2. Contractor shall clean handrails with cleaning solution in stair tower every six months.
3. Contractor shall dust wood walls in the library with lamb wool duster, or dust cloth treated with dust attracting chemical. Contractor shall clean wood walls with a restorative furniture cream, such as Vernax and shall buff the walls to restore an even shine.
4. Contractor shall perform a complete strip and wax of all marble terrazzo and terra cotta floors in the building, and linoleum floors in food preparation areas and west wing corridor, every sixty (60) days. Contractor will strip old wax, removing all wax before applying new coats of wax finish. Contractor shall apply and maintain Johnson's Vectra or Johnson's showplace floor finish, laying on each coat so that the wax coats are applied evenly.
5. Contractor shall apply five (5) coats of wax to the linoleum floors in the food preparation area and the west wing corridor.
6. Contractor shall apply a total of ten (10) coats of wax to all marble terrazzo and terra cotta floors. After the application of the 4th coat of wax, Contractor must buff floor to insure a smooth finish before applying the 5th and subsequent coats of wax.
7. No hair or particulate matter shall be left on floor when it is waxed. Floor finish shall not be allowed to accumulate in corners and near baseboards. Floor finish product must be non-slip in texture. Decision as to whether glossy clear shine is adequate is to be determined by OSB representative.
8. Contractor is liable for splatters on walls and furnishings during strip and wax procedure. Contractor must clean any such splatter and return to original finish.

4) Special Events

- a.) Contractor is responsible for providing additional cleaning services during and following special events held at the building. Most events are held in the evenings and on weekends. Some events may be held on holidays. Approximately 55 – 65 events are held annually, which require additional services.
- b.) The area used for special events includes the food preparation area, the east room and east terrace, the state dining room, foyer, entrance vestibule and elevator lobby, docent office, corridors, library, family dining room, all bathrooms on first floor, marble staircases, basement floor bathrooms, bride's room, and adjacent two bathrooms on second floor.

5) During Special Events

- a.) Contractor shall station one (1) Custodial person on site for up to four (4) hours during and immediately following a special event to serve as a custodian and janitor as directed and to maintain cleanliness in all rooms used for the special event. Contractor shall mop floors, clean spills including body fluid cleaning, fold and stack chairs and tables, clean waste receptacles, and maintain a high standard of cleanliness throughout and following the event.

6) After Special Event

- a.) Contractor shall provide all services covered under "daily services" for special events. Contractor must provide said service at the time designated by the Office of State Buildings representative and/or the Foundation for Historical Louisiana representative.

4.2.19 Computerized Maintenance Management System (CMMS) (*Work Order System*)

Computerized Maintenance Management System (CMMS) Requirements: The FMP shall utilize a web-based computerized maintenance management system (CMMS) to manage and track all maintenance work and provide any and all requested reports to the Office of State Buildings for the contract oversight responsibilities. All preventive maintenance work orders shall be printed, distributed, completed and closed out by the FMP. Note that the current CMMS utilized for the Office of State Buildings is TMA (The Maintenance Authority).

The CMMS software selected by the FMP must have the capabilities to scheduling and reporting on preventive and corrective repair and project maintenance work, including scheduled rounds and routine and periodic tasks and also maintain histories of scheduled and unscheduled maintenance, repair, labor and parts and materials utilization for each piece of equipment. Maintenance shall include the following:

- A. Preventive Maintenance: Preventive maintenance includes inspections, lubrication, tests, adjustments, and corrective maintenance tasks. The FMP shall control scheduling the

interval of preventive maintenance and task functions to be performed by both calendar periods and operating hours (run time) as applicable to each piece of equipment. Preventive maintenance must follow the original manufacturer's recommendations and is subject to the Office of State Buildings approval. Preventive maintenance performed cannot unduly interfere with normal business operations of the various tenants in Office of State Buildings managed facilities. Coordination with the Office of State Buildings management team is essential to resolve questionable issues.

- B. Predictive Maintenance: The FMP shall control scheduling for predictive maintenance including but not limited to oil spectrum and vibration analyses as well as fan and pump pulley and shaft alignment.
- C. Repair Maintenance: Repair maintenance includes all repair, replacement, and adjustment of equipment in response to conditions discovered during performance of preventive maintenance, equipment breakdown/improper operation, or occupant/tenant complaint. Repair work orders shall be generated as required to respond to problems as they occur. Except in response to occupant complaints or safety requirements, repair work orders shall be scheduled for completion depending on priority, availability of parts, workload, and convenience of occupants. Repair maintenance involving safety considerations or possible damage shall be responded to immediately. Repairs must follow original manufacturer's recommendations.

The CMMS must maintain information regarding the facilities both aggregately as well as by individual facilities. Subcontracted maintenance must be tracked and reported. Inventory levels, costs and utilization must be maintained and reported as well as spare part and critical spare part information.

The CMMS must track vendor history, including warranty tracking, delivery, and parts reliability and cost performance.

Upon request by the Office of State Buildings, the FMP must interface with the existing CMMS (TMA) utilized by the Office of State Buildings.

The FMP's CMMS shall produce reports in a labor distribution format sufficient to allow accurate budgeting and charge back for all labor and material usage each facility tenant within OSB managed facility. Labor and material must also be broken out by maintenance, housekeeping, and other functions required for budgeting by the Division of Administration. The CMMS must have the capability to capture costs associated with each piece of equipment. Each piece of equipment must be uniquely defined. The CMMS must have provisions for providing a running labor and material cost history for each piece of equipment in a month-to-date, year-to-date, and life-to-date format. These reports are to be made available upon request by the Office of State Buildings and not less than annually.

Upon request by the Office of State Buildings, the FMP shall provide reports of performance levels of the facility equipment/systems reflecting proper maintenance and repairs being performed.

The FMP shall provide the Office of State Buildings with a quarterly report of facility maintenance, repair or any unusual circumstances.

4.2.20 Energy Management

Energy management is a vital component of the responsibilities for the Office of State Buildings. While the Office of State Buildings will retain responsibility for the payment of all utilities, including electrical, gas, water and sewer, the FMP will be responsible to closely coordinate with the Office of State Buildings on an ongoing basis to evaluate the utility systems and implement measures to achieve energy consumption reductions. The FMP shall create and put into effect operational plans whereby its employees are keenly aware and responsive to the Office of State Buildings efforts for energy consumption reductions. To insure that the agency continues to achieve productive energy conservation measures, the FMP will be required to assist as follows:

- A. In order to operate all OSB facilities in an efficient manner and to monitor the progress of the various activities, the FMP shall provide a dedicated Energy Performance Specialist.
- B. The FMP shall have the Energy Performance Specialist generate a job site logbook to be used as a reference for recommended HVAC set points, temperatures, and operating schedules. The logbook is intended to be used as a guideline for monitoring operating parameters throughout the Capitol Park facilities as well as other statewide facilities. The information contained in the logbook must be broken down on a building by building basis and updated as necessary to account for changes in building loads, usage, or occupancy. The logbook shall be maintained at the location as directed by the Office of State Buildings management.
- C. The Energy Performance Specialist shall be a "Certified Energy Manager" and "Certified Measurement and Verification Professional" with certification by the Association of Energy Engineers. Proof of certification of the Energy Performance Specialist shall be submitted as a part of the FMP proposal.
- D. The FMP shall provide the Energy Performance Specialist with diagnostic trending tools that utilize sampled and accumulated data available through the Building Automation System, Asset System, and Energy Monitoring System. Data shall be stored in a diagnostic database. This Energy Performance Specialist shall work with FMP technicians to checkout and troubleshoot all field equipment and HVAC system problems.
- E. Energy Performance Specialist shall provide quarterly information meeting with OSB's representative. The Energy Performance Specialist shall present to the OSB representative quarterly reports on utilizations and include weather adjusted energy consumption compared to the baseline information. The baseline information shall be calculated for each building based on pre-contract consumption. Quarterly reports shall include: (1) Executive summary outlining the utility utilization for current quarter and year to date, (2) A detailed breakdown of current utility consumption compared to weather adjusted baseline for each building and any other adjustments to the baselines, (3) Graphical data illustration consumption, demand, and utility costs compared to baseline represented by the following graphs: Monthly electrical consumption, monthly electrical demand, monthly electrical cost, monthly gas consumption, monthly gas costs and monthly utility costs. The quarterly report shall be in binder form and presented to

- the identified OSB representative. The FMP shall arrange a meeting with OSB to review the report and allow for questions pertaining to the data and request the FMP's input and ideas to improve energy consumption. All reports, summaries, graphical information, and trending analysis shall be made available to OSB via an FMP maintained website.
- F. Energy Performance Specialist shall provide information to the OSB representative in recommending other energy savings measures. The Energy Performance Specialist shall gather utility information from monthly bills and monthly sub-meter readings for KWH and chilled water. An online report giving a comparison between meter readings and billed energy consumption shall be made available to the OSB representative via an FMP maintained website.
 - G. For energy conservation and tenant billing purposes, OSB requires energy usage and tenant billing reports. These reports shall be generated through the measurements, data acquisition, and energy monitoring through the equipment maintained in this contract. Data shall be collected through Metasys and the existing metering system. The contractor shall furnish all necessary technology, software, support, repairs, materials, labor, testing equipment, sampling hardware, and any other services necessary to accomplish the services listed in this section. OSB shall approve all necessary technology, software, materials, testing equipment, and sampling hardware. OSB reserves the right to reject any items proposed by the contractor to accomplish the scope in the section.
 - H. The contractor shall monitor energy consumption in all OSB buildings.
 - I. The contractor shall test and verify the proper operation of the existing meters.
 - J. The energy monitoring services shall sample and collect data from building sub meters every minute. All data shall be stored locally.
 - K. The data shall be consolidated by month for each meter that is monitored.
 - L. The contractor shall provide OSB utility cost and consumption reports monthly. The timing will be coordinated with OSB receipt of utility invoices. The purpose of the reports is to validate the utility invoices and to highlight shifts in the facility energy use profile. The reports will be delivered electronically and will have been prepared by a Certified Energy Manager (CEM) and a Certified Measurement and Verification Professional (CMVP). Predictions for the purposes of budgeting will be provided annually to the owner from a Certified Energy Manager and Certified Measurement and Verification Professional.
 - M. The contractor system must be able to apply detailed utility rate models in order to convert the interval metered data into utility costs according to the defined rate schedules for the buildings listed above.
 - N. The monitoring services shall include trending of outside air temperature on a sixty-minute interval with all data stored in a central database.
 - O. Monitoring services shall include online acquisition of comparative energy reports on a twenty-four hour basis. Report capabilities shall include spreadsheet and graph view. OSB shall have the ability to select meter data by sub meter and in aggregate for the utilities in the buildings listed above.
 - P. OSB shall have access to facility monthly load profile reports, cost reports, and weekly usage reports. The contractor shall additionally provide an analysis of the energy data with recommendations for improving efficiencies based on the collected data. Analysis and recommendations shall be provided quarterly.

- Q. All required software upgrades for the central monitoring station and system maintenance shall be the responsibility of the contractor.
- R. The contractor shall remotely monitor and analyze building automation systems and provide recommendations for improving reliability and performance.

Utilizing the data collected by the Facility Management System and any other data acquisition points described in this bid, the contractor shall provide reports to OSB via the monitoring system. These reports shall be selectable by building, by meter, and by meter type. The site shall further be capable of providing data by any combination of meters and shall also display the data with an outside air temperature trend. The following reports and selection criteria are the minimum that is acceptable to OSB.

- A. Each meter monitored in system
 - 1) Reporting period time span of data collection.
 - 2) Selectable date/time range
 - 3) Previous day data selection
 - 4) Previous week data selection
 - 5) Previous month data selection
 - 6) Previous three month data selection
 - 7) Previous quarter data selection
 - 8) Previous twelve month data selection
 - 9) Previous year data selection
- B. Data grouping selection criteria
 - 1) By billing period
 - 2) By demand interval
 - 3) By selected hour
 - 4) By selected day
 - 5) By selected month
 - 6) By selected sample interval
 - 7) By selected week
- C. Incremental display of data in graphical format
 - 1) By single demand interval
 - 2) By one minute interval
 - 3) By five minute interval
 - 4) By fifteen minute interval
 - 5) By thirty minute interval
 - 6) By one day interval
 - 7) By one hour interval
 - 8) By one week interval
 - 9) By one month interval
 - 10) By selected from-to date interval
 - 11) By one year interval
- D. The menu selection for all reports shall include a selectable date range for historical data. Reports shall cover overall data for the dates selected by the user and the time these values occurred
- E. The information gathered shall be archived for a 12 month period. Annually the contract will provide on disk the past 12 months of data.

- F. Graphical data should appear in standard color format. The system shall allow the user to choose to display any data in a graphical format defined by the user.
- G. The report system shall display deviations from typical or expected data and identify intervals of missing data.
- H. A summary report shall be available for every data collection point identifying the point nomenclature. The report shall display the selected data range and the daily average values for the selected data range.
- I. All generated reports shall be in a format available for user downloading or emailing through Microsoft excel.
- J. From time to time OSB may require the contractor to supply additional custom reports.

4.2.21 Communications Systems

The FMP shall coordinate as necessary with the Office of Telecommunications Management (OTM), the state entity responsible for communications systems, to facilitate OTM's responsibilities to insure the proper functionality of communication system items, i.e., telephone and data.

4.2.22 Audio/Visual Equipment

The contractor shall furnish all necessary technical support, repairs or replacement, labor, materials, tools and testing equipment, and other services necessary and incidental to maintain the Audio/Visual systems in their entirety at all facility locations.

4.2.23 Waste Containers & Compactors

- A. The contractor shall furnish waste disposal services, to include container/compactor rental, trash/garbage hauling and disposal to all OSB facilities.
- B. The contractor will be responsible for maintaining, deodorizing, disinfecting, and/or replacing containers/compactors, in addition to all chemical and sanitizing equipment used.
- C. All containers/compactors must be thoroughly cleaned and disinfected weekly to prevent possible disease or odor.
- D. All containers/compactors must be treated with insecticide, rodenticide, and/or pesticides as needed to control flies, rodents, etc...
- E. Clean up of all spills or leaks resulting from disposal operations shall be the responsibility of the contractor.
- F. Contractor shall be responsible for maintaining and keeping equipment at the location to insure continuous service for trash collection. Contractor shall be responsible for maintaining quantity, size, location, pickup times and frequency of pickup.
- G. The Office of State Buildings will be responsible for providing access to containers. Contractor will be responsible for damages resulting from lack of care, such as broken curbs, ruts, etc.
- H. Quantity, size, location, pickup times and frequency of pickup will be indicated in the bid proposal description.

- I. Additional pickups may be required. These additional pickups must occur within (24) hours after request.
- J. Hours of collection must be approved by Office of State Buildings to conform to their schedules.
- K. Trash pickup shall include all areas necessary for suitable, adequate, and convenient service for the entire facility.
- L. Contractor shall be responsible for keeping loading areas in a reasonable clean and sanitary condition at all times in a manner acceptable to OSB.
- M. All containers must be washed regularly so that they are clean at all times.
- N. The contractor will be responsible for the cleanup of any paper or general trash in the immediate vicinity of the containers/compactors.
- O. The Office of State Buildings reserves the right to assess a penalty against the successful bidder on any occasion when trash pickup is not satisfactory or when trash pickup is not performed.
- P. Contractor will be required to use only Louisiana State Board of Health approved landfill sites to dispose of refuse.
- Q. Contractor will be required to furnish the necessary containers/compactors as specified in list below.

Building	Qty	Type
State Capitol	2	8 Yard Containers
Wooddale SOB	2	6 Yard Containers
Old Governor's Mansion	1	2 Yard Container
Baton Rouge State Office Bldg	2	2 Yard Container
Poydras Bldg	2	8 Yard Containers
DPS/North Plant	1	4 Yard Container
State Capitol Annex	1	8 Yard Containers
Livingston Bldg	1	8 Yard Containers
State Museum	1	8 Yard Container
Champion SOB	2	6 Yard Containers
DEQ Lab	1	8 Yard Container
First Circuit Court	1	8 Yard Container
Governor's Mansion	1	8 Yard Container
Pentagon Courts	2	8 Yard Containers
Galvez Bldg	1	20 yd compactor
Shaw Center	1	20 yd compactor
Claiborne Bldg	1	30 yd compactor
Bienville Bldg	1	30 yd compactor
Iberville Bldg	1	30 yd compactor
LaSalle Bldg	1	30 yd compactor
Information Services Bldg	1	30 yd compactor
OSB Service Center	1	30 yd compactor
Alexandria	1	8 Yard Container
Lafayette	2	8 Yard Containers
Monroe	1	8 Yard Container
Supreme Court	1	30 yd compactor

Harvey	2	8 Yard Containers
Shreveport	2	8 Yard Containers
2nd Circuit Court	1	8 Yard Container

- R. The container/compactor must be must be water tight, must be fitted with a properly hinged lid and must meet Louisiana State Board of Health standards.
- S. The lids of all containers must have appropriate handles and be constructed so that insects cannot enter closed containers.

4.2.24 Carpet Maintenance

The FMP shall provide all supervision, labor, materials, supplies, and equipment and shall plan, coordinate, schedule, and assure effective performance of all carpet maintenance services described herein.

The FMP shall clean all carpet in all OSB managed facilities not less than two (2) times per year. The Contractor shall arrange for proper oversight and supervision of the carpet maintenance services.

The FMP shall provide a qualified manager(s) to perform the implementation and coordination of the carpet maintenance work to be performed in the facilities. The duties of the Manager(s) will include, but are not limited to work schedules, employee records, reports, and other correspondence, key security/issuance/collection, response to complaints, employee behavior/discipline, materials inventory control and any other duties necessary for the required results.

For the purposes of this RFP, the following descriptive information is provided to inform the FMP's that the State of Louisiana has a "Carpet Maintenance Contract" in Place. It is the intent to require a carpet maintenance program which utilizes a "low moisture chemistry" process. This chemistry allows for carpet to be cleaned by encapsulating soils in the carpet fibers as well as providing soil resistance and vacuuming efficiencies.

The FMP shall follow any/all acceptable established cleaning procedures as determined by industry standards for the "low moisture" cleaning processes.

The cleaning cycle shall consist of the pressurized controlled spraying of a cleaning solution mixture into the carpet and the efficient removal of the dirt and solution immediately thereafter. The recommended equipment for applying chemicals to carpet is by use of foam generating type machine.

Restoration cleaning for heavy soil conditions shall be performed prior to carpet maintenance chemistry application.

Spot and spill removal: The Contractor is to train custodial provider staffing on spot and spill removal procedures as well as provide a comprehensive operational plan prior to

implementation. Operational plan shall include daily, weekly, monthly, and/or other periodic cleaning schedules.

Contractor shall be responsible for scheduling proper HVAC operation during cleaning operations with the designated OSB representative. Once permission is granted, the air handling units shall operate during the cleaning process and remain operating for a minimum of twenty-four hours after the completion of the cleaning process. The FMP will be responsible to facilitate a maximum "drying time" of twelve (12) hours and provide air movers/dehumidifiers to achieve this objective.

Prior to cleaning, the Contractor will prepare a written notification and/or photographs shall be made identifying any pre-existing condition of problems to avoid potential liability of damage to the FMP.

Cleaning solutions must be rated as having a neutral or negative re-soiling potential; must not dry oily or sticky; must not contain optical brighteners; must not contain chlorine base bleaching agents; must have a pH between 4 and 9; must be able to be rinsed thoroughly and be environmentally friendly, containing no known hazardous components.

Anti-soiling and anti-stain protection will be applied on each cleaning. Approved products are FiberShield, Scotchguard, Teflon Advanced Carpet Protector by DuPont and Maxim Advanced Carpet Protector.

Contractor shall be responsible for the removal and replacement of furnishings including tables, desks, chairs, filing cabinets, etc.

The replacement of any moved furnishings shall not occur until the cleaned area is completely dry.

In areas under construction, cleaning shall be coordinated with the designated OSB representative.

The FMP shall adhere to the following industry standard procedures:

- A. Site Preparation
- B. Vacuum carpet before proceeding
- C. Carpet Maintenance System Cleaning Application
 - 1) Pre-spot carpet
 - 2) Edge and detail vacuum
- D. Restoration Cleaning System Application
 - 1) Provide additional ventilation as required

- 2) Lift pile by agitating carpet with recommend pile lifting and grooming machine
- 3) Apply Pre-Spray, and allow to set for 10 minutes
- 4) Agitate carpet as recommended
- 5) Extract carpet
- 6) Force air-dry carpet as required based on local humidity conditions
- 7) Edge and detail vacuuming
- 8) Apply low moisture carpet maintenance chemistry

E. Clean-up

- 1) Damp-mop hard surface floors adjacent to work areas to minimize slippery surfaces
- 2) Carpets shall be dry prior to resumption of foot traffic
- 3) Maintain safety and traffic redirection signage until floors are completely dry
- 4) Contractor is responsible for removing any materials/items used in the cleaning process, including any protective tabs used under chairs legs to prevent rust or furniture stain.

F. Applicable Standards

- 1) The following document(s) of issue in effect form a part of this specification:
Occupational Safety and Health Act Standard No.29 CFR 1910.95
 U.S. Department of Labor
 200 Constitutional Avenue. NW
 Washington, DC 20210
 Or online at
http://edocket.access.gpo.gov/cfr_2002/julqtr/29cfr1910.95.htm
The Carpet and Rug Institute Seal of Approval Program (CRI)
 P.O. Box 2048
 Dalton, Ga. 30722
 Or online at <http://www.carpet-rug.com/>

4.2.25 Window Cleaning

The FMP shall provide all necessary labor, supplies and equipment needed to perform services required to clean the exterior windows/glass of all OSB facilities once a year and all interior window every three years. The interior cleaning is to occur no later than year 2 of the contract.

The FMP shall carry out all work safely and in compliance with applicable local and OSHA safety regulations. Contractor is to provide appropriate barricades and warning signage and/or devices to protect pedestrians, vehicles, and property below and around the work area.

The FMP will be responsible for necessary inspections to insure the work of its employees or subcontractors has provided for satisfactory results.

Note that the FMP will not be responsible for cleaning of windows that are blocked by electronic equipment or such items which could be damaged during the cleaning procedure.

4.2.26 Security Services (Alternate #1)

The FMP shall provide for statewide security services for the various facility locations; inclusive are those facilities in Capitol Park as well as downtown Baton Rouge and city-wide facilities. Security services are also required in facilities out of town, including Shreveport, Monroe, Alexandria, Lafayette and Harvey, Louisiana. Interior security as well as exterior security services are specified in Part V. - Facility Information and Schedule 2 – Security Staffing Schedule.

The pricing for statewide security services is separate and apart from the facility maintenance services identified in the RFP. The pricing for these services is also separate and apart and costs provided on the Alternate #1 – Security Pricing Schedule.

The required security services provided shall include all labor, inclusive of FMP staff and management, private security guard staffing and services, as well as any other costs such as insurance, license fees, taxes, etc. required to meet the security needs for OSB facilities. In addition, the FMP will be responsible for any and all materials required as it relates to the security functions of this The FMP shall provide RFP. Examples of materials related to the security functions include, but are not limited to disposable paper visitor badges, ribbons for bad printers, ink cartridges for color visitor badging systems, visitor ID card clips.

The FMP shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and also responsible for taking the necessary disciplinary actions with respect to its or its subcontractors staffing.

In the event that the FMP utilizes private security guard services, the qualifications of the company (or companies) will require that each company have an established business with at least five (5) years of satisfactory experience in the full-time security guard services business. The FMP will be required to provide information to OSB management verifying the provider has this minimum experience. In addition, the following information shall be provided:

- A. The year the company was formed
- B. Total number of security employees employed by the company on a full-time basis and part-time basis
- C. Total number of businesses and/or comparable facilities under contract for security guard services
- D. A copy of license issued by the Louisiana State Board of Private Security Examiners indicating compliance by the provider to La. Revised Statute 47:3270-3298

The security personnel utilized by the FMP or its subcontractor(s) shall have a minimum of five (5) years experience in security service, be a minimum age of 21, and have any and all training/certifications or other requirements to facilitate providing optimum security services at each facility. The security officers shall at all times on duty, have in their possession registration cards issued by the Louisiana State Board of Security Examiners.

The FMP shall provide, as a part of their proposal, a description and organizational profile of how the security services, inclusive of staffing will be provided for each of the facility locations and on a regional/statewide basis.

Security provider(s) shall at all times be courteous and professional in their mannerisms and dress in appropriate standard uniforms which are neat, clean and well-maintained. All supplemental uniforms, gear, etc. shall be the responsibility of the FMP.

OSB management shall, with reasonable cause, require the FMP to provide for the drug screening of any security guard assigned to perform security services at any location. Any security guard testing positive for substance abuse shall be dismissed immediately.

The FMP will further be required to enter into agreements with local law enforcement agency to provide for commissioned Peace Officer Standard Training (POST) certified officers on an "extra duty" detail basis. The local law enforcement agencies include the Baton Rouge City Police and East Baton Rouge Parish Sheriff's Office for Baton Rouge, Jefferson Parish Sheriff's Office for Harvey, Lafayette City Police and Lafayette Parish Sheriff's Office for Lafayette, Alexandria City Police and Rapides Parish Sheriff's Office for Alexandria, Monroe City Police and Ouchita Parish Sheriff's Office for Monroe and Shreveport City Police and Caddo Parish Sheriff's Office for Shreveport.

The commissioned law enforcement officers will be responsible for conducting follow-up investigations of incidents that may occur in or around OSB facilities, making arrests of subjects who violate Federal, State, or local laws and/or ordinances while in or around OSB facilities and all other law enforcement related duties.

4.2.27 Inauguration

The term of this contract, scheduled to begin on or about July 1, 2010, will span the time frame in which the 2012 gubernatorial election will be held in the State of Louisiana. The re-election of the current governor or election of a new governor will result in inaugural festivities, with the culmination of activities occurring on January 9, 2012 (Inauguration Day).

All inauguration plans will be required to be implemented in the short time span between Election Day, 2011 (October) and Inauguration Day. The relatively short time frame will require a significant involvement of the FMP in order to complete the necessary work prior to the January 9 date.

The FMP will be required to participate in strategic planning meetings along with OSB staffing with the transition team and its designees. Historically and given its experience with previous Inaugural activities, OSB offers suggestions and recommendations to the incoming administration to insure the plans being contemplated are both cost effective and achievable within the time constraints.

Typically, the location of the "swearing in" of the new Governor occurs on the steps of the State Capitol, thus a primary focus is attached to this location. There are, however, other alternative areas which require attention, including the adjacent formal gardens.

It should be noted that the location of inaugural events occur at the State Capitol, but there have also been other sites for inaugural events, for instance at the Old State Capitol.

The FMP will be required to participate in the coordination with any and all individuals, groups, organizations, etc. involved with the Inauguration. This includes the governor's staff/transition team, legislative staffing, materials providers/donators (scaffolding, plant material providers, building materials, sound systems, etc.) as well as media (local and national news organizations).

The FMP will be required to provide for all labor, supplies and incidentals to construct/implement the determined plans and also the necessary oversight and management to insure the work is performed and completed in a timely and safe manner. The labor shall include all carpentry, electrical, painting and any other staffing necessary for the completion of the work. Subsequent to the "swearing in" activity, which ordinarily culminates the inaugural event, the necessary removal of the constructed areas and resultant clean-up is required to be initiated and completed immediately, unless otherwise give permission by the Office of State Buildings to perform limited removal.

The FMP will not be responsible for acquisition of inaugural related building materials/items. These materials are typically donated and include such items as wood studs, plywood, primer and paint, plants materials (flowers, trees, and shrubbery), fabrics, emergency generators, portable toilets, etc.

4.2.28 Keys

The FMP will be responsible for the making and issuance of keys to our various tenants. The tenant will make the request to the FMP via a work order request; the FMP, prior to making the duplicate key(s), will obtain authorization from designated Office of State Buildings personnel.

Upon approval of the key request, the FMP shall make the duplicate keys, along with establishing a key receipt document, which will be required to be signed by the requestor prior to the issuance of the key(s) by the FMP. Note that the key requestors will typically be required to come to the Office of State Buildings Service Center for pick-up, however there will be occasions where the FMP will be requested to deliver keys to certain agencies/individuals.

The FMP is to establish and retain a key log for all keys made, inclusive of requestor, quantity of keys, key location, etc. This key log is to be retained on an ongoing basis by the FMP by either hard copy or electronically. This log shall be made available to the designated Office of State Buildings representative upon request and at any time.

The existing state-owned key duplicating machine will be utilized for key production by the FMP. The location of this equipment is in an existing office of the Shop Area. The key duplicating machine is to be calibrated, repaired and maintained by the FMP.

All key blanks are to be provided by the FMP; the blanks shall be inventoried on a regular basis to insure the necessary quantities are available to meet the ongoing demand of duplicate keys. The quantity of key blanks which are currently retained is approximately 4,000.

In addition, the FMP shall also perform re-keying of locks as well as adding/removing of locks (with same approval and log procedures required for keys). Upon receipt of re-keying authorization, the lock cylinder are to be removed from the lockset and delivered to a locksmith for re-keying with installation performed immediately upon completion. New keys for the re-keyed locks are as established previously herein. The FMP shall perform the installation of all re-keyed locksets.

4.3 Standard Repair Service Response Times

4.3.1 Non-Emergency Responses

The FMP shall be required to provide critical repair services within a dependable time frame. To insure the performance of this fundamental contract requirement, the following list of critical repairs and associated completion times are included and thereby made part of the contract. By his bid proposal and by signing the contract, the successful bidder agrees to perform the listed tasks within the indicated time frame and acknowledges that failure to do so may result in the issuance of a corrective action request (CAR) as prescribed within this RFP. The response times provided below are considered “standard” for corrective maintenance services performed under the contract, however, the Office of State Buildings reserves the right to alter the response times to be either more stringent or lenient, depending upon the determined operational needs. The standard initial response for non-emergency work orders will be four (4) hours with completion of the work order within one (1) business day from the initial response date.

- A. Factors that delay completion other than the actual time required to obtain appropriate personnel to the location of the repair and the time required to perform the work, can be added to the allowed completion time, provided that the Office of State Buildings is notified in advance and concurs with the additional delay
- B. The FMP is responsible for maintaining, tracking and reporting statistics to the Office of State Buildings with repair times to include initial response and completion times as part of the CMMS. Additionally, the FMP will be required to obtain “signed” verification from the tenant representative for the respective agency and/or Office of State Buildings representative to verify completion of the work order.
- C. Repairs consist of identifying what keeps an asset from operating properly, correcting or replacing defective components to make it operate correctly, and verifying that the asset is performing properly after the repair. The FMP may perform repairs on site, or equipment may be sent off site to independent sources for repair. When practical, the FMP will provide, maintain and install substitutes for unavailable equipment in order to minimize impact on tenants and/or facilities.

4.4 After-Hours and Emergency Requests and Repairs

- 4.4.1 The FMP will develop, implement, and maintain a process for responding to “after-hours” and “emergency” requests and repairs. The process the FMP implements will provide for response to work orders/requests on a 24/7/365 basis.

- A. "After-hours" is defined as occurring outside of the normal operating business hours of a specific location. "Normal operating hours" are defined within the contents of this RFP (See Schedule 1 – Facility Hours Schedule). Note that with the varied and complex facility types necessitate a wide range of coverage and responsibility by the FMP.
- B. "Emergency" requests are defined as repairs/requests of such urgent and important nature that delaying response may cause undue harm to individuals or building systems, or seriously impact business operations.
- C. The FMP will provide for emergency coverage on a 24/7/365 basis and when notified of an emergency repair/request, the FMP will respond immediately. In the event of an emergency, the FMP shall provide additional staff, resources, and/or equipment as needed.

4.5 Poor Performance/Re-Work

The Office of State Buildings may issue corrective action requests (CAR), to the FMP for preventive/scheduled or corrective/unscheduled maintenance task/actions performed by the FMP that are determined to be deficient in any manner. The FMP must rectify the deficient performance within three (3) business days or provide a corrective action plan that outlines procedures/timelines for accomplishing the corrective action(s). All costs associated with any re-work as a result of deficient workmanship/performance shall be the sole responsibility of the FMP.

Note that any and all outstanding corrective action requests (CAR's) within a billing period will be cause for withholding monies from the submitted FMP invoice. An estimated cost/value will be determined via discussions/consultation between the designated FMP representative(s) and Office of State Buildings representatives. The ultimate determination of the cost/value of the CAR will be determined by the Office of State Buildings. The withholding of payment shall in no way be misconstrued as a penalty against the FMP, but as a means to insure corrective actions to comply with the specified requirements are met.

In the event an agreement cannot be reached between the FMP and OSB, the Office of State Purchasing will be contacted for the needed resolution.

PART V. FACILITY INFORMATION

5.1. STATEWIDE FACILITIES

The Office of State Buildings is currently responsible for the operations and maintenance of Division of Administration facilities on a statewide basis. Baton Rouge, being the Capitol and center for state government in Louisiana, comprises the majority of facilities and area (approximately 90% of total gross square footage) maintained. The bulk of the facilities are concentrated within the borders of Capitol Park (See Part VI-Exhibit "1", Aerial Photograph of Downtown Baton Rouge and Capitol Park).

In addition to the facilities located in Baton Rouge, outlying facilities are also included under the umbrella of operations and maintenance by the Office of State Buildings. Cities where OSB is required to manage include New Orleans, Harvey, Lafayette, Alexandria, Monroe and Shreveport, Louisiana. The present organizational structure has been conected to satisfy the needs of the various tenants and to protect the financial investments which the State of Louisiana has made in these facilities.

5.1.1 STATE CAPITOL

Physical Address: 1001-1002 Capitol Drive, Baton Rouge, Louisiana

Gross Area: 298,391 square feet **Rentable Area:** 278,833 square feet

Grounds Acreage: 20 **No. of Floors:** 34

Historical Classification: Listed in National Register of Historic Places

Building (SLABS) Number: 02009

Current Replacement Value: \$76,165,120

Tenant Population: Approximately 458

Occupants: Office of the Governor, House of Representatives, State Senate, State Treasurer, and various small agencies/entities

GENERAL DESCRIPTION

The State Capitol, a 450 ft. tall Alabama limestone edifice, remains one of the best examples of the end of the Beaux-Arts architectural tradition in American and the tallest state capitol building in the United States. It was designed by the architectural partnership of Weiss, Dreyfous and Seiferth in 1929 and 1930. It was constructed by the George A. Fuller Company of Washington, D.C., beginning December 16, 1930 with the opening dedication ceremony coinciding with the inauguration of Governor O.K. Allen on May 16, 1932. The tower's steel skeleton, designed to withstand winds of up to 110 miles per hour, was completed by June 26, 1931. The facility was completed at a modest cost of approximately \$5 million. A combination of formal and free flowing grounds is incorporated around this facility. A grand staircase approaches the entrance with one step for each of the 48 states, listed in the order of the admittance to the Union. Alaska and Hawaii were added to the top step when they were made states. The top step is carved with E Pluribus Unum from the Great Seal of the United States. Louisiana's state symbol, the pelican, decorates the side of the steps and is used extensively elsewhere in the

building. Monumental statues flank the stairs. To the east is The Patriots – an armored soldier and the mourner of a warrior slain in battle. To the west is The Pioneers – men and women of courage who created the state out of the wilderness. The carved frieze around the base of the building illustrates Louisiana's struggles and its admission to the Union, the state of war, the Louisiana justice system, and the peaceful development of natural resources. The entrance to the building has a portal around the doors that is decorated with relief showing Louisiana's economy and resources. Above the door, two eagles flank the state seal with a pelican. Above the eagles are six figures with coat of arms representing the countries that have ruled Louisiana; Indians represent the original inhabitants and the four central figures represent Spain, The United States, the Confederacy and France. As the square rises, it is cut away to an octagon at the 22nd floor. At this point, the four colossal allegorical winged figures guarding the corners and representing Law, Science, Philosophy and Art provide a transition to the upper temple structure decorated with celestial symbols and topped off with a grand aluminum lantern sending forth a beam of light.

The main lobby, e.g. Memorial Hall contains a large bronze relief map of Louisiana that shows many of the state's products and is encircled by the names of the 64 parishes. On the walls are two large mural paintings and above the elevators is a bronze relief of Huey Long. The Chambers of the Senate and the House of Representatives flank the main tower and are reached via large ornate and heavy bronze doors. The building consists of the grand entry foyer (Memorial Hall), the Governor's offices, Senate and House chambers, Senate and House Committee Rooms, kitchens and dining rooms, an observation floor, office spaces, bathrooms and mechanical spaces.

Although asbestos abatement projects have been completed, asbestos containing materials remain within concealed pipe insulation, floor tiles and other miscellaneous materials.

For additional information, refer to <http://house.louisiana.gov/pio/virtualtour/lacaphistory.htm> and also the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab, a combination of reinforced concrete piles and spread footings and reinforced concrete basement walls and floors.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with terra cotta.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior walls consist of masonry cavity walls with limestone façade. In addition, there are large steps on the front (south facing) which are comprised of granite with limestone intermediate landings. The “roof” membrane for some Basement and Ground floor offices is located under the above-mentioned steps.
- b.) **Exterior Windows:** The windows are cast bronze operable units with non-insulating glass and applied tinting.
- c.) **Exterior Doors:** The exterior entrance doorways consist of glass and bronze framed doors. Hardware consists of exit devices, pulls, automatic door openers and various types of closers. The doors have full panel glazing and all glazing is non-insulating. Service doorways consist of painted flush metal doors and frames, some closers and mortise locksets with knob handles.
- d.) **Roofing:** The roof consists of sections of modified bitumen, spray foam and an inverted built-up roof with quarry tile pavers. Internal roof drains capture water for the entire roof surface. The 31st floor dome roof is cast aluminum with caulked joints. Flashing for the roof typically is comprised of copper.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of painted plaster, gypsum board on metals studs and masonry block walls.
- b.) **Wall Finishes:** Interior walls are generally painted plaster, wood paneling, marble wainscot or vinyl wall-covering. The walls of Memorial Hall have “original” mural oil paintings and a considerable amount of decorative bronze-work. The bathrooms have marble or painted plaster wall finishes.
- c.) **Floor Finishes:** The floors consist of marble, terrazzo, carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Marble and Travertine:	Approx. 28,416 sq. ft.
Carpeting:	Approx. 174,570 sq. ft.
Terrazzo:	Approx. 17,170 sq. ft.
Vinyl Composition Tile:	Approx. 9,644 sq. ft.
Ceramic Tile:	Approx. 7,305 sq. ft.
Terra Cotta	Approx. 4,176 sq. ft.
Wood	Approx. 5,344 sq. ft.
Concrete: (Painted/Stained)	Approx. 54,793 sq. ft.
- d.) **Ceiling Finishes:** The ceilings consist of acoustical tiles in a suspended grid system and painted plaster. Architecturally detailed ceilings are present on the ground floor, first floor and fourth floor consisting of specially designed print patterns, acoustical ceramic tile and plaster molds.

- e.) **Interior Doors:** The interior doors are primarily comprised of black walnut, in addition to associated molding, paneling and woodwork.

HORTICULTURAL

Horticultural Information:

The twenty-seven (27) acre State Capitol grounds were designed by Weiss, Dreyfous and Sieferth and installed by E.A. McIlhenney's Jungle Gardens in 1933. The garden was designed as a later 19th century English Garden. There are approximately 3 miles of sidewalk lined with boxwood hedges, a large percentage contained within the Formal Garden. The flower beds provide seasonal displays on a year round basis. There are in excess of 12,000 plants and 386 varieties in the garden.

After the death of Senator Huey Long in 1933, his gravesite was moved in 1940 to the center of the garden with a statue in his likeness which faces the State Capitol. The grounds were considered the 2nd most visited tourist attraction in the state in 1979 and continues to be a popular tourist destination today. In 1979 the grounds were placed on the National Register of Historic Places along with the State Capitol itself, thus protecting the gardens from any unwarranted alterations. Hurricane Gustav in 2008 did significant damages to the grounds, primarily the trees. The trees have since been replaced to restore the grounds back to the pre-storm conditions.

Horticultural activities needed for these grounds include lawn services, typical landscape beds maintenance, annual and specialty bed maintenance with both their design and maintenance, irrigation maintenance, pest (ants) maintenance, trash management, lake management, drainage, gutters and curb maintenance. Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the State Capitol.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for heating and cooling is distributed through the building by ductwork and ceiling diffusers. Return air is a combination of plenum and duct depending on the system configuration. Additional heating is provided by perimeter steam radiators. Common roof mount up-blast side wall exhaust fans serve the bathrooms throughout the building. The two stairwells which extend to the high rise levels are equipped with stair pressurization fans which consist of multiple large propeller type units. The building is supplied by chilled water from a central plant and is distributed through the building via multiple headers and two (2), 60 hp centrifugal pumps. A plate and frame heat exchanger is located in the fourth floor mechanical room and is utilized to isolate the two chilled water system loops between the upper and lower floors. Two 40 hp base mount centrifugal pumps are located within the

fourth floor mechanical room and are utilized for the chilled water loop serving the upper floor air handling units. The heating hot water piping consists of galvanized steel and is distributed through the building via multiple base mount centrifugal booster pumps between 2 and 5 hp. Steam piping made of galvanized steel is distributed throughout the building to steam radiators and steam to hot water heat exchangers located within various mechanical rooms. The kitchen cooking and dishwashing equipment are equipped with exhaust hoods.

2.) Heat Generating Systems:

The building is equipped with two large gas fired 12.2 MBH steam boilers. The steam serves heat exchangers which are a heat source for the hydronic system. The heating hot water serves the perimeter induction units as well as the hot water coils on central air handling units and VAV boxes.

3.) Terminal and Packaged Units:

Fan coil units are installed in isolated areas throughout the building. Floors 6 thru 16 are served by a large built-up air handling unit which runs at 100% outside air exchange. Additional heating for floors 6 thru 14 is provided by perimeter induction units. Floors 15 thru 26 are currently being replaced in Phase I of the Louisiana State Capitol HVAC Replacement & Renovations Project. The new HVAC system will consist of multiple variable air volume units located on every third floor. The air will be distributed through a VAV system via ductwork and ceiling diffusers. Heat will be provided via hot water coils at the VAV boxes. Below the 6th floor, the building is served by multiple VAV and constant volume air handling units with chilled water, hot water and/or steam coils. Dedicated raised floor packaged units are installed within the Data Center located on the ground floor. A 40 ton backup chiller for emergency use only serves the Data Center and is located in the basement.

4.) Controls and Instrumentation:

The HVAC equipment is primarily controlled by pneumatics. The pneumatic controls are supplied by two large reciprocation air compressor units with storage tank and wall-mounted air dryer. DDC controls are utilized for primary functions of the equipment such as start and stop mode. All HVAC controls are currently being upgraded to DDC as part of the Louisiana State Capitol HVAC Replacement & Renovation Project.

5.) Plumbing:

Piping

Main gas service piping consists of welded galvanized steel and is both pressure reduced and metered outside the building. The domestic water piping consists of both

copper and galvanized steel. The domestic water is supplied by the city and multiple branch lines are metered within the basement. The sanitary drain system primarily consists of cast-iron and is connected to the City sewer system. Some sanitary drain lines consist of PVC. Domestic hot water is produced by multiple tank and instantaneous electric water heaters located throughout the building. Storm water containment and drainage consists of roof drains with internal leaders. Two large passive grease traps are installed under the two main kitchens within the chiller and boiler room.

Fixtures

The building contains multiple gang and private type bathrooms. The bathrooms consist of both wall and floor mounted, tank and flushometer type water closets, and either wall or counter mounted lavatories and sinks. In addition, wall mounted urinals are installed in the men's rooms. The bathroom plumbing fixtures consist of either vitreous china or porcelain. Two bathrooms within the House basement level contain fiberglass shower units. Lounges throughout the building are equipped with stainless steel counter mounted sinks. The building is equipped with multiple floor and wall mounted drinking fountains and wall mounted cast-iron janitorial sinks. The facility is equipped with two kitchens and contains multiple stainless steel sinks.

Fire Protection

The building is equipped with handheld ABC type fire extinguishers strategically located throughout the building, both surface and recessed mounted. Hose connections are installed on every floor. The majority of the building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 750 gallon/minute electric driven fire pump as well as a storage tank located between the 28th and 29th floors sized at approximately 14,000 gallons. Four fire service Siamese connections are located on the exterior of the building. Halon fire suppression systems are installed in the main control room serving the boiler and chiller plant as well as the data center serving the building. Cooking exhaust hoods are equipped with Ansul fire suppression systems and include automatic gas shut-off valves.

ELEVATORS

There are a total of six (6) electric traction passenger elevators in the building. The 3 main elevators have 24 stops and 2,500 lb. capacity. The other elevator that serves the floors between 24th and 30th has 7 stops and 1,500 lb. capacity. There are also two (2) elevators, hydraulic type, which serve the lower floors, one having 3 stops, the other 6 stops and each having a 2,000 lb. capacity. Many of the elevator doors are clad in decorative bronze.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.8kV switching station located in the electrical vault on the basement floor. The switching station has two (2) -600 A, 13.8kV main switches and one (1) – 600A, 13.8kv branch switch. The branch switch feeds the facility as follows:

- 1- One (1)-600A, 13.8kV branch feeds a 600A, 13.8kv switch located in the Capitol's main electrical room. This switch feeds a 13.8kv primary, 480V secondary, 1500kva transformer. The transformer feeds the 3000A, 277/480V main switchboard that in turn feeds all high voltage loads in the facility.
- 2- The 480V primary, 120/208V secondary, 1000kva transformer is fed from a 1600A breaker located in a 3000A distribution panel supplied by the 3000A main switchboard. This transformer feeds all 120/208V loads in the facility. 120/208V and 277/480V main transformers and switches are located in the main electrical room in the Capitol cellar. These transformers supply power to all main distribution panels, which in turn supplies power to all downstream panels and transformers throughout the facility.

2.) Emergency Light and Power Systems:

A 1.8mw, 277/480V generator provides power to the building emergency power system and is located in the newly constructed generator building located on the north side of the Capitol. A 5,000 gallon underground diesel storage tank supplies the needed fuel for this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount added. This underground storage tank is tested per DEQ/UST specifications every 3 years.

The 3000A, 480V ATS fed by the 3000A main switchboard is located in the main electrical room in the Capitol cellar. The ATS supplies normal and emergency power to the entire facility through the 3000A, 277/480V main distribution panel.

Exit signs are located throughout the facility.

3.) Lighting and Branch Wiring:

On the office floors, interior lighting is typically strip lighting and fluorescent fixtures with prismatic and parabolic lenses. All fluorescent fixtures are equipped with T12 or compact fluorescent lamps with electronic ballasts. All T12 fluorescent fixtures are currently being replaced with 48" T8 fixtures as a part of the Louisiana State Capitol HVAC Replacement and Renovation Project. In addition to fluorescent lighting, some floors have incandescent and interior HID lighting fixtures. Accessibility to a portion of the existing light fixtures requires scaffolding and/or man-lifts.

Exterior lighting is provided by HID type fixtures, there are also flood lights for façade lighting.

4.) Communications and Security:

The building has an addressable fire alarm system. There are one main and two sub-fire alarm panels in the building. The main fire alarm panel is located in the fire command center room. There are fire alarm panel monitors system devices, activated via pull stations, smoke and heat detectors or flow and tamper switches. When activated, the system signals audio-visual alarms to sound.

In addition to the fire alarm system, there are security, telephone, clock and local area network (LAN) systems in the facility.

SECURITY STAFFING

Internal security for the State Capitol is provided by a combination of Department of Public Safety – Capitol Detail and State Police as well as House of Representatives and Senate Sergeant at Arms staffing.

Internal security for the State Capitol will remain “as-is” and performed by others, therefore will NOT be included in Alternate #1 of this RFP.

Exterior security of the State Capitol and the surrounding grounds/parking lots are a part of the “patrol” responsibilities and will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.2 CAPITOL ANNEX

Physical Address: 1051 North Third Street, Baton Rouge, Louisiana

Gross Area: 142,777 square feet

Rentable Area: 127,553 square feet

Grounds Acreage: 3.6

No. of Floors: 7 (6 plus basement)

Historical Classification: Listed in National Register of Historic Places

Building (SLABS) Number: 02010

Current Replacement Value: \$21,619,980

Tenant Population: Approximately 291

Occupants: Department of Culture, Recreation and Tourism (CRT) and Louisiana Department of Economic Development, and Legislative offices

GENERAL DESCRIPTION

The Capitol Annex, built to compliment the State Capitol, was constructed in 1937 and utilizes decorative and ornamental limestone and bronze to create a unique, somewhat austere art-deco façade. The building consists of offices, bathrooms and mechanical

spaces. The floor plans are typically double-loaded corridors with private, “hard-wall” offices on each side of the corridors.

Although an asbestos abatement project has been completed, there still remain asbestos containing materials in concealed pipe insulation, floor tiles, and other materials.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab, spread footings and driven piles with a reinforced concrete basement walls and floors.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with terra cotta.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls consist of masonry cavity walls with limestone and brick façades. Decorative carving around the top of the limestone creates a unique identity to the building.

b.) Exterior Windows: The windows are aluminum operable units with non-insulating glass, which have been bolted shut and sealed. The main floor windows are trimmed with bronze decorative panels.

c.) Exterior Doors: All entrance doorways consist of glass and bronze framed doors. Hardware consists of exit devices, pulls and closers. The doors have full panel glazing and all glazing is non-insulating. Service doorways consist of painted flush metal doors and frames, some closers and mortise locksets with knob handles. All entrance/exit doors other than main entry doors have electronic hardware with card access with one door having an automatic door opener.

d.) Roofing: The roof primarily consists of sections of gravel/tar roof and spray foam roofing. Internal roof drains capture water for the entire roof surface. Roof parapet walls are topped with stone copings and sealed with lead joints.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of painted plaster and masonry block walls, and include gypsum wallboard over metal studs.

b.) Wall Finishes: Interior walls are generally painted plaster, painted gypsum board, wood paneling, marble wainscot or vinyl wall-covering. The walls of main entrance foyer on the 1st floor have historic mural oil paintings. The bathrooms have marble or painted plaster wall finishes.

c.) Floor Finishes: The floors consist of marble, terrazzo, carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 81,537 sq. ft
Terrazzo:	Approx. 8,846 sq. ft.
Vinyl Composition Tile:	Approx. 13,303 sq. ft.
Ceramic Tile:	Approx. 3,301 sq. ft.
Concrete: (Painted/Stained)	Approx. 13,348 sq. ft.
Brick	Approx. 95 sq. ft.

d.) Ceiling Finishes: The ceilings consist primarily of acoustical tiles in a suspended grid system. Sections of the 1st floor foyer have painted plaster ceilings.

HORTICULTURAL

Horticultural Information:

The grounds surrounding the Capitol Annex have an intensive planting with mature live oak trees as well as landscape and flower beds. The front entrance is flanked with caladiums with masses of agapanthus.

Horticultural activities needed for these grounds include lawn services, typical landscape beds maintenance, annual and specialty beds maintenance, irrigation maintenance, pest (ants) maintenance, trash management, drainage, gutters and curb maintenance.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Capitol Annex.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for heating and cooling is distributed through the building by ductwork and ceiling diffusers. Common roof mount up-blast exhaust fans serve multiple bathrooms. A side-wall propeller type ventilation fan serves the ground floor mechanical room. The building is supplied by chilled water from a central plant and is distributed through the building via two 30 hp base mounted centrifugal pumps. The building is supplied by heating hot water via an on-site steam boiler and

exchanger and is distributed through the building to heating coils both at the air handling units and the VAV boxes within the office spaces. The hot water is distributed via two 250 gallon, 10 hp base mounted centrifugal pumps.

2.) Heat Generating Systems:

The building is equipped with 2 gas fired Fulton Pulse boilers with shell and tube heat exchanger to convert the steam to heating hot water.

3.) Terminal & Packaged Units:

The sixth floor of the building is heated and cooled by four pipe fan coil units. The data rooms contain packaged computer room AC units with remote condensers. On the ground floor, the UPS/Fiber Optic room, there is a McQuay split a/c unit that conditions the room. Each remaining floor is heated and cooled via a central built-up variable air volume air handling unit with chilled and hot water coils. VAV boxes with reheat coils are distributed about the floor above the ceiling to provide zoned control.

4.) Controls and Instrumentation:

The HVAC equipment is primarily controlled by pneumatics, DDC controls are utilized for primary functions of the equipment such as start and stop mode. Air compressors and dryers are located in the basement.

5.) Plumbing:

Piping

Gas piping of 3 inch galvanized steel is utilized and is metered at the building. The domestic water piping consists of both copper and galvanized steel. The domestic water is supplied by the city. The sanitary drain system primarily consists of cast-iron and is connected to the City sewer system. Domestic hot water is produced by multiple electric water heaters throughout the building. Storm water containment and drainage consists of roof drains with internal leaders.

Fixtures

The building contains multiple gang style bathrooms. The bathrooms consist of floor mounted water closets and wall mounted lavatories. In addition, antique floor mounted urinals are installed in the men's rooms. The bathroom plumbing fixtures consist of either vitreous china or porcelain. Lounges throughout the building are equipped with stainless steel counter mount sinks. The building is equipped with multiple floor and wall mounted drinking fountains and wall-mounted cast-iron janitorial sinks.

Fire Protection

The building is equipped with handheld ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 1,000 gallon/minute electric driven fire pump.

ELEVATORS

The building has four (4) traction type passenger elevators with a capacity rating of 3,000 lbs. each. Each elevator has 6 stops and are 208/480V, 3-phase. The elevator doors at the main floor have bronze and stainless steel finishes as well as a decorative bronze seal.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kv feeders from the South Distribution Center to a power transformer located in the electrical vault on the basement floor. The power transformer provides power to 3000A, 277/480 V Main Switchboard via 1600A bus way. The Switchboard is equipped with circuit breakers that, in turn, supply power to downstream panels located throughout the building.

2.) Emergency Light and Power Systems:

A 125kVA, 277/480 V generator provides emergency power for building emergency system, and it is located in the mechanical room. A 384 gallon above-ground diesel storage tank supplies the needed fuel for this generator. This diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. The 200A, 480V ATS is located in the mechanical room. Some of the lighting fixtures on each floor are fed from the life safety panels to provide means of egress illumination. Exit signs are located throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically strip, lens and parabolic type fluorescent fixtures. All fluorescent fixtures are equipped with T8, T12 or compact fluorescent lamps with electronic ballast. Exterior lighting is provided by HID type fixtures. Exterior lighting is a combination of metal halide, high pressure sodium and mercury vapor. Different types of fixtures are used with these lamps, such as pole, ground and building lighting.

4.) Communications & Security:

The building has a conventional type fire alarm system. The 56-zone fire alarm panel is located in the mechanical room on the basement floor. The fire alarm panel

monitors system devices and is activated via pull stations, smoke and heat detectors or flow and tamper switches. Upon activation of the system, the system signals audio-visual alarms to sound.

In addition to the fire alarm system, there are security, telephone and LAN systems in this facility. The security system is a card access system.

SECURITY STAFFING

Internal security for the Capitol Annex is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security of the Capitol Annex, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol. Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.3 ARSENAL MUSEUM

Physical Address: 900 Capitol Lake Drive, Baton Rouge, Louisiana

Gross Area: 3,895 square feet

Rentable Area: 2,681 square feet

Grounds Acreage: 20

No. of Floors: 1

Historical Classification: Listed in National Register of Historic Places

Building (SLABS) Number: 02038

Construction Replacement Value: 816,577

Tenant Population: 1

Occupants: Secretary of State and general public

GENERAL DESCRIPTION

The Arsenal Museum, formerly known as the Powder Magazine, is an historic structure located on the Capitol grounds. This structure, built in 1835 and the third structure to stand on the site, is an exceptional Baton Rouge landmark. The site was of particular military importance because of its location on the Mississippi River for early settlements, and later as the main defensive position of the southwestern United States. It was used by the United States military during the Mexican and Civil Wars.

The facility is currently utilized as a museum, operated by the Secretary of State. The museum's exhibits focus on the structure of the building and the history of the State Capitol Grounds.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a brick foundation.

Superstructure: The building has triple-wythe brick exterior walls and timber framing.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of triple-wythe bricks with applied plaster on the inside surface and partially on the exterior surface.
- b.) **Exterior Windows:** The windows consist primarily of wood sashes in wood frames with single pane glazing and security iron bars.
- c.) **Exterior Doors:** Main entrance doors primarily consist of wood doors with wood door frames and trim. Door hardware consists of mortise locks.
- d.) **Roofing:** The roof system consists of slate shingles on sloped roofs with copper flashing and gutter system.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of plaster over brick.
- b.) **Wall Finishes:** Interior walls are generally painted plaster and exposed brick.
- c.) **Floor Finishes:** The floors consist of wood.

Wood: Approx. 2,646 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of painted plaster and wood.

HORTICULTURAL

Horticultural Information:

The grounds surrounding the Arsenal Museum are extensive and unusual in that it has both a palm garden as well as a large formal rose garden. Additionally, a 25' high Indian mound rises on the north side of the Arsenal. The area retains archeological

significance while providing a beautiful walking/jogging venue with lush landscaping and wildlife.

Significant horticultural needs for these grounds include lawn services, typical landscape beds maintenance, annual and specialty beds maintenance, irrigation maintenance, pest (ants) maintenance, trash management, lake management, drainage, gutters and curb maintenance.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Arsenal.

MECHANICAL

1.) HVAC Distribution Systems:

A 5-ton DX central unit with gas heat supplies air to a trunk line below the existing floor. Air is discharged via floor registers.

2.) Controls and Instrumentation:

A 24V thermostat controls the DX unit.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply on the north side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system.

Fixtures

The restrooms consist of floor mounted tank type water closets and wall mounted countertop lavatories. The plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with a single wall hung water cooler.

Fire Protection

Hand-held fire extinguishers are located within this facility.

ELEVATORS

There are no elevators in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The Arsenal Museum electrical service emanates from a 13.8 kV feed from the South distribution center. The feeder supplies power to a 13.8 kV primary, 240V secondary 137.5kva transformer, which feeds subpanels and branch circuits.

2.) Emergency Light and Power Systems:

Emergency and exit lighting is mounted throughout the building and is equipped with backup batteries.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent and incandescent fixtures.

4.) Communications & Security:

This facility has a fire alarm system and telephone. No card access is provided, however security cameras are provided on the Arsenal grounds and monitored at the State Capitol.

SECURITY STAFFING

Internal security at the Arsenal Museum is not currently provided at the Arsenal and will *NOT* be included in Alternate #1 of this RFP.

Exterior security at the Arsenal Museum, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security at the Arsenal *will* be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.4 PENTAGON BARRACKS

Physical Address: 859 North Third Street, Baton Rouge, Louisiana

Gross Area: 43,865 square feet

Rentable Area: 36,766 square feet

Grounds Acreage: 5.65

No. of Floors: 2 (For Buildings A, B, C, and D)

1 Story (For 2 Support Buildings)

Historical Classification: Listed in National Register of Historic Places

Building (SLABS) Number: 02022-02028

Current Replacement Value: \$4,479,585

Tenant Population: N/A (Residential Apartments and Lt. Governor Apartment)

Occupants: House of Representatives and Senate, and Lieutenant Governor

GENERAL DESCRIPTION

The Pentagon Barracks, originally a grouping of 5 buildings constructed in 1819 by the U.S. Army, is a set of four (4) independent 2-story structures with additional small mechanical support facilities (2 of these). The original fifth building, a combination commissary-warehouse, was demolished the same year due to inferior workmanship.

During the Civil War, these facilities were used by first Confederate and later Union soldiers. In 1884, the buildings were transferred to the US Department of the Interior. LSU leased the land and buildings from the federal government in 1886 and in 1902 the university was given full title to the property. In 1926, in preparation of the building of the State Capitol and related gardens, the university relocated to its present site.

Over the years, many historical figures either lived or spent the night in the Pentagon Barracks, including Zachary Taylor, Abraham Lincoln, Ulysses S. Grant, Jefferson Davis, Presidents Taft and Harding, Robert E. Lee, George A. Custer, and General William Tecumseh Sherman, who fired the first cannon shots at Fort Sumter, starting the Civil War.

Currently, these facilities are utilized for the apartment type housing for various legislators and elected officials. The Office of State Buildings, in cooperation with the Louisiana Legislature, maintains, operates, and performs in-house renovations.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a brick foundation with reinforced concrete first floor slabs

Superstructure: The building has triple-wythe brick exterior walls and timber framing

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of triple-wythe bricks with applied plaster on the inside surfaces.

b.) Exterior Windows: The windows consist primarily of wood sashes in wood frames with single pane glazing.

c.) Exterior Doors: Entrance doors to the various spaces primarily consist of raised panel wood doors in wooden frames with wood trim.

- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane on the horizontal surfaces with slate shingles for the sloped roofs.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of plaster walls as well as gypsum board over metal stud walls for the more recent renovations.
- b.) **Wall Finishes:** Interior walls are generally painted plaster and gypsum wallboard and ceramic tile in bathrooms.
- c.) **Floor Finishes:** The floors consist of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 17,575 sq. ft
Ceramic Tile:	Approx. 9,556 sq. ft.
Wood:	Approx. 1,867 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of painted gypsum wallboard with exterior ceilings primarily consisting of painted wood.

HORTICULTURAL

Horticultural Information:

The Pentagon facilities have spacious lawn areas with various landscape beds and a relatively limited quantity of trees. Within the interior of the premises resides an old cistern, a water collection element which has now been protected by a fountain and flower bed.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Pentagon Barracks.

MECHANICAL

1.) **HVAC Distribution Systems:**

The building is supplied by chilled water from a central plant and is distributed through the building via two (2) base-mounted 7.5 hp centrifugal pumps. Air is distributed through each of the single zone units through ductwork and ceiling diffusers. Four (4) fresh air make-up units and exhaust fans are located in the attic. Hot water heating coils are contained in each unit.

2.) Controls and Instrumentation:

The HVAC equipment is controlled via pneumatic controls. The controls are supplied by two (2) reciprocating air compressor units with storage tank and wall-mounted drier.

3.) Plumbing:

Piping

Gas is piped to the two mechanical rooms feeding two (2) 250 gallon water heaters for domestic use in the apartments. Two (2) pad mounted 7.5 hp pumps circulate hot water for hot water coils in each air handling unit. Domestic water piping of copper is supplied by the city water supply through two (2) water meters on the east side of the building. Each boiler has a circulator pump. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system on the west side of the building. Storm water containment and drainage consists of roof drains with external leaders.

Fixtures

The bathrooms consist of floor-mounted water closets, countertop lavatories and bathtubs with tub and shower trim. The kitchens are equipped with double compartment sinks with garbage disposals and dishwashers. The bathroom fixtures consist of either vitreous china or porcelain.

Fire Protection

The site has a wet pipe sprinkler system. There are no fire pumps.

ELEVATORS

No elevators are located in this facility. Access between floors 1 and 2 is provided by exterior stairs.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The Pentagon Barracks electrical service emanates from dual 13.8kV feeders from the South distribution center and is distributed as follows:

- a.) Both feeders junction through a 13.8kV metering station. From the metering station, the feeders split to feed buildings A & B and C & D.
- b.) Buildings A & B are serviced by two (2) primary transformers, the first of which is 13.8kV primary, 480V secondary, 225kva transformer that supplies power to all distribution panels and step down transformers. A 13.8kV primary, 208V secondary, 150kva transformer supplies power to all sub-panels and branch circuits.

- c.) Building C & D are serviced by two (2) primary transformers, the first of which is 13.8kV primary, 480V secondary, 500kva transformer that supplies power to all distribution panels and step-down transformers. A 13.8kV primary, 208V secondary, 150kva transformer supplies power to all sub-panels and branch circuits.

2.) Emergency Light and Power Systems:

Emergency and exit lighting is mounted throughout the building and is equipped with back-up batteries.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent and incandescent lighting.

4.) Communications & Security:

The Pentagon Barracks facilities have a fire alarm system and telephones. There is no card access or security camera system.

SECURITY STAFFING

Internal security for the Pentagon Barracks is not currently provided and will NOT be included in this RFP.

Exterior security for the Pentagon Barracks, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.
Only exterior security at the Pentagon Barracks will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.5 OFFICE OF STATE BUILDINGS – SERVICE CENTER

Physical Address: 1928 North Third Street, Baton Rouge, Louisiana

Gross Area: 47,410 square feet **Rentable Area:** 43,506 square feet
Grounds Acreage: 2.9 **No. of Floors:** 1
Historical Classification: None
Building (SLABS) Number: 12822 and 12823 (Greenhouse)
Current Replacement Value: \$3,114,349
Tenant Population: Approximately 85
Occupants: Office of State Buildings – Administration and Crafts personnel

GENERAL DESCRIPTION

This facility, completed in 1998, is an existing warehouse which was renovated for its current use to serve as the central location for the Office of State Buildings. It is comprised of a conditioned administrative area as well a warehouse area and various crafts workshops (carpentry, paint, hvac, electrical, auto repair, metalworking and plumbing). It is metal skinned building, partially conditioned (Administrative areas as well as crafts managerial offices).

A greenhouse is incorporated to provide for the Capitol Park horticultural related activities. The site also contains gasoline and diesel storage tanks to provide fuel for agency vehicles and equipment.

No asbestos containing materials are known to be present in this facility.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The buildings are comprised of cast-in-place concrete slab at the lower levels for the warehouse and shop areas, as well as for the raised Administrative area and greenhouse.

Superstructure: The buildings are pre-engineered metal buildings with a structural steel frame and metal roof supported by steel columns, beams and purlins. The greenhouse is comprised of acrylic panels.

2.) Building Exterior:

a.) Exterior Walls: The front Administrative area (facing North Third Street) is comprised of split-face block and metal wall panels. The remaining walls are comprised of a combination of concrete block and metal wall panels. The exterior walls in the warehouse and shop areas have blanket insulation on the inside surface. The walls for the Administrative area have fiberglass insulation and gypsum.

b.) Exterior Windows: The fixed windows are comprised of anodized aluminum with insulating glass and steel framed units with single paned glazing.

c.) Exterior Doors: Main entrance door consists of aluminum storefront with transom, exit device and closer in aluminum frame. Entrance door has insulated glazing. Service doors and frames are hollow metal with lever hardware and panic devices. Additionally, there are a number of large metal

overhead doors along the rear and sidewalls to allow for equipment and service needs.

- d.) **Roofing:** The entire roof system is standing seam steel metal panels and steel coping. Batt-type insulation is suspended inside and beneath the roof panels. The greenhouse consists of acrylic panels.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum board on metal studs; the warehouse office areas are provided with wood paneling on the outside of the offices.
- b.) **Wall Finishes:** Interior walls are painted gypsum board with the bathrooms comprised of ceramic tile wainscoting. The “head house” area within the greenhouse has painted concrete masonry units.
- c.) **Floor Finishes:** The floors in the Administrative area are primarily comprised of carpet tiles. The warehouse and crafts offices consist of VCT. The bathrooms consist of ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 6,231 sq. ft
Vinyl Composition Tile:	Approx. 2,824 sq. ft.
Ceramic Tile:	Approx. 621 sq. ft.
Concrete: (Sealed)	Approx. 32,142 sq. ft.

- d.) **Ceiling Finishes:** The office area ceilings consist primarily of acoustical tiles in a suspended grid system. The offices in the shop area have suspended gypsum ceilings. The “head house” area within the greenhouse has a painted plywood ceiling.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised primarily along the front (Third Street) side of the facility, comprised of grass and various plants in beds. There is a 38' x 107' greenhouse and “head house”/work area for the purpose of growing all the seasonal annuals for Capitol Park. There is also a 112' x 99' nursery to grow plants and to stage them until utilized in the various Capitol Park projects.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Office of State Buildings – Service Center.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling the main office building is provided by one air handler in the attic, with VFD control. Air is then distributed through a VAV system (with electric heat in VAV boxes) by ductwork and ceiling diffusers which feed the office areas. Chilled water provided by central chilled water plant enters the building from the northwest corner. Exhaust units for the bathrooms are at the roof of the building. The warehouse areas are provided with gas unit heaters and roof exhaust. The paint shop is provided with a push pull air intake and laminar exhaust systems with the units at the roof. A cyclone exhaust system with fabric dust collector is provided for the carpentry area. Other office spaces in the warehouse are provided with chilled water air handlers above the ceiling space with ductwork and diffusers.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls Metasys DDC controls. There is also an air compressor and dryer for pneumatic thermostats.

3.) Plumbing:

Piping

Gas is supplied from the west side of the building for the unit heaters. Domestic water piping of copper is supplied by the city water supply from the south side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof gutters and roof leaders at the sides of the building. An emergency eyewash location is provided near the woodworking areas. Electric hot water heaters are provided for the kitchen areas. Air compressors are provided for the woodworking and other repair areas. A 500 gallon oil separator located on the north side of the facility is piped to floor drains located in the Mechanical Area and grounds area.

Fixtures

The bathrooms consist of wall mounted water closets and wall mounted countertop lavatories. In addition, battery powered wall mounted urinals are installed in the men's bathrooms. The plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The building is equipped with handheld ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers. No fire pump is provided at this site.

ELEVATORS

No elevators are located in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the North Distribution Center to a 1000kva, 13.8kV primary, 480V secondary transformer. The transformer supplies power to a 277/480V, 1600A main switchboard located in the warehouse storage area. The switchboard is equipped with circuit breakers that, in turn, supply power to downstream panels located throughout the building.

2.) Emergency Light and Power Systems:

There is no generator for emergency and stand-by power systems. The building is equipped with emergency battery units and exit lights. Emergency lighting and exit signs are located throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically strip and lens fluorescent and pendant type HID fixtures. All fluorescent fixtures are equipped with electronic ballasts. Exterior lighting is comprised of high pressure sodium wall packs and metal halide pole lights.

4.) Communications & Security:

The building has a conventional type fire alarm system. The 16 zones fire alarm panel is located in the Fire Alarm Panel closet in the main office area. The fire alarm panel monitors system devices and it is activated via pull stations, smoke and heat detectors or flow and tamper switches. Upon activation of the system, it signals audio-visual alarms to sound.

In addition to the fire alarm system, there is a security system comprised of card access as well as telephone and LAN systems in the facility.

SECURITY STAFFING

Internal security for the OSB – Service Center is currently provided at this facility by the Office of State Buildings – Capitol Police. The OSB – Service Center will NOT be included in Alternate #1 of this RFP.

Exterior security of the OSB - Service Center and surrounding grounds/parking lots is provided by DPS Police as part of the Capitol Park patrol.

Only exterior security at the OSB – Service Center will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.6 INFORMATION SERVICES BUILDING (ISB)

Physical Address: 1800 North Third Street, Baton Rouge, Louisiana

Gross Area: 60,863 square feet

Rentable Area: 59,336 square feet

Grounds Acreage: 3.5

No. of Floors: 2

Historical Classification: None

Building (SLABS) Number: 12500

Current Replacement Value: 9,933,957

Tenant Population: Approximately 82, Office of Computing Services only

Occupants: Office of Computing Services; Office of Telecommunications Management

GENERAL DESCRIPTION

This facility, completed in 1997, houses a centralized computer center and related sophisticated computer equipment and telecommunications equipment for a multitude of agencies within both the Division of Administration as well as other state agencies. Of the rentable area, approximately 15,000 square feet is computer areas with raised flooring. The facility is the primary Data Center for the State of Louisiana.

Departmental computer systems within the Information Services Building include: Board of Regents, Department of Civil Service, Department of Economic Development, Department of Education, Department of Environmental Quality, Department of Health and Hospitals, Department of Natural Resources, Department of Public Safety, Department of Social Services, Division of Administration, Louisiana Board of Ethics, Louisiana Community and Technical College System, Louisiana Family Recovery, Louisiana Patients Compensation Fund, Louisiana Public Service Commission, LSU Agricultural Center, LSU-Baton Rouge, LSU Health Sciences Center, Secretary of State, Louisiana State Board of Medical Examiners, Office of Inspector General, and University of Louisiana System.

Examples of the critical systems used by these tenants include: Payroll for the State, Financial systems for the State, Queen Bee Supercomputer (one of the largest in the world and utilized by researchers on a global basis), statewide public assistance programs, and statewide programs for the medically needy and statewide email system.

The facility operates and is staffed on a 24/7/365 basis with an expected uptime of 100%. To support reliability and capacity requirements, the facility utilizes three (3) generators (3.75 million watts total), four (4) chillers (620 tons total), and three (3) uninterruptable power supplies (1.8 million watts total). Within the raised floor areas, the distribution of power and cooling uses twenty-two (22) power distribution units and thirty-five (35)

computer room air conditioning (CRAC) units. *Note – PDU #22 for LSUHSC starting January 2010.

Additionally, the facility is a 24/7/365 controlled access facility with access controlled and granted via the Office of Computing Services on a business needed basis and restricted by both room/area and time of day. The facility is monitored by forty-two (42) cameras and recorded for any required investigative purposes.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel frame is fireproofed with sprayed-on fireproofing.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of precast concrete sections attached to the structural steel frame, caulked pre-cast panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum. Loading dock area is concrete block masonry.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks along with some electrified hardware.

d.) Roofing: The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard on metal studs.

b.) Wall Finishes: Interior walls are generally painted gypsum wallboard with ceramic tile in the bathrooms.

c.) Floor Finishes: The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 23,510 sq. ft.
Vinyl Composition Tile:	Approx. 10,427 sq. ft.
Ceramic Tile:	Approx. 1,724 sq. ft.
Concrete: (Painted/Stained)	Approx. 6,583 sq. ft.
Laminate (Raised Computer)	Approx. 15,840 sq. ft.

d.) Ceiling Finishes: The ceilings consist primarily of acoustical tiles in a suspended grid system. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is limited to grass and shrubbery around the perimeter of the building and between the exterior facades and parking drives and/or roads. The main entrance, which faces the central parking lot, has two annual flower beds.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Information Services Building.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling office areas is provided by one air handler per floor, each with VFD control, each service the respective floor. Air is then distributed through a VAV system by ductwork and ceiling diffusers which feed the office areas. In addition, the computer rooms on the west side of the building are cooled by floor mounted raised floor Liebert cooling units. Chilled water for the building is provided by two York chillers at the first floor southwest corner of the building. Four chilled water pumps circulate the water through all the Liebert units and the central air handlers on both floors. Two condenser water pumps circulate the chiller condenser water through two Evapco induced draft cooling towers located outside and on the west side of the facility. Two Teledyne Laars hot water boilers with two circulating pumps provide the hot water needs for the air handlers. The elevator machine rooms and electrical rooms are air conditioned. Backup chilled water is supplied by the North Central Plant. This site can be cooled either by the local site chillers or by the central plant. A separate cooling system consisting of two (2) air cooled Carrier

chillers (90 tons each) supplies chilled water to the Queen Bee Supercomputer. Chilled water is piped to an exchanger inside the room then supplied to the APC in-row cooling units.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls Metasys DDC controls. An air compressor located in the equipment room with an air dryer supplies air to local thermostats in office areas.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through the mechanical room on the southwest corner of the building. The sanitary drain system consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generators. The CRAC units are supplied by steel piping on the chilled water and copper pipe on the hot water.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor-mounted janitorial mop sinks with vacuum breaker faucets.

Fire Protection

Fire protection is provided by a combination dry pipe/pre-action system. No fire pumps are utilized at this site.

ELEVATORS

The building is served by two (2) hydraulic elevators; a passenger elevator with a 3,500 lb. capacity and a service elevator with an 8,000 lb. capacity. Each elevator has 2 stops and are 208/480V, 3-phase.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service emanates from dual 13.8 kV feeders from the South and North electrical distribution centers and distributed as follows:

- a.) Two 13.8 kV, 1200A switches are placed on the line side of the building's main transformer, allowing the building to be switched from the South to the North distribution center in a matter of minutes

- b.) On the load side of the switches, a 13.8 kV primary, 480 V secondary, 2000kva transformer supplies power to a 3000A main switch board
- c.) The main switch board feeds a number of sub switch boards throughout the building that range from 1200 to 3000 amps
- d.) These switchboards service a number of equipment items, and include but not limited to step-down transformers and sub-panels, power distribution units (PDU), uninterrupted power systems (UPS), automatic transfer switches and the power command center
- e.) All PDU's are serviced by the uninterrupted power systems, which in turn service some sub-panels throughout the building
- f.) All branch wiring is fed through either the PDU's or sub-panels

Note: The power distribution system currently applied to the ISB Building will be changed in the near future due to a new generator being added. With this upgrade to the ISB emergency power system, new transformers and switches will also be added to the current system.

2.) Emergency Light and Power Systems:

Two 1250kw, 277/480V generators are currently being used at the building with a third generator in the process of being installed. One (1) 6,000 gallon, above-ground diesel storage tank supplies the needed fuel to the interior generator. One (1) 2,000 gallon, above-ground diesel storage tank supplies the needed fuel to the outside generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. A power command center is utilized to insure generator synchronization and correct bus duct switching through the digital master control, which is 100% automated. The generators currently supply power to two 277/480V, 2000A automatic transfer switches, which in turn supplies power to switchboards and three uninterrupted power systems. The uninterrupted power systems feed all the buildings PDU's while the switchboards supply emergency power to the rest of the building in its entirety, including all lighting. Exit signs are placed throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent fixtures with T8 or compact fluorescent lamps and electronic ballast. Exterior lighting is provided by high intensity discharge fixtures and/or metal halide and mercury vapor.

4.) Communications & Security:

There is a fire alarm system, card access and security camera system.

SECURITY STAFFING

Internal security for the Information Services Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security for the Information Services Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate # 1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.7 LIVINGSTON BUILDING (a.k.a. Justice Building)

Physical Address: 1885 North Third Street, Baton Rouge, Louisiana

Gross Area: 147,446 square feet

Rentable Area: 140,645 square feet

Grounds Acreage: 3.9

No. of Floors: 7

Historical Classification: None

Building (SLABS) Number: 13588

Current Replacement Value: \$18,034,131

Tenant Population: Approximately 475

Occupants: Attorney General

GENERAL DESCRIPTION

Located on the north edge of Capitol Park, the Livingston Building incorporates a contemporary version of an historic Art Deco character within a modern governmental facility. Accommodating the Department of Justice, this structure completed in 2003 addresses the scale of adjacent buildings with multiple massing setbacks. The landscaped entry plaza, monumentally scaled entry colonnade, and formal two-story lobby present a distinguished governmental image for the Louisiana Department of Justice and the Attorney General.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete piles over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) Exterior Walls:** The exterior walls consist of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space and metal stud wall assembly with insulation and applied gypsum.
- b.) Exterior Windows:** The windows consist of aluminum framed units with double paned insulated full panel glazing.
- c.) Exterior Doors:** Main entrance doors primarily consist of aluminum storefront with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks along with some electrified hardware.
- d.) Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on metal studs, with wood paneling at the elevator lobbies, marble in the main lobby and ceramic tile in the restrooms.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard with some stained wood paneling and glazed ceramic tile.
- c.) Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 107,731 sq. ft
Terrazzo:	Approx. 3,310 sq. ft.
Vinyl Composition Tile:	Approx. 7,523 sq. ft.
Ceramic Tile:	Approx. 3,436 sq. ft
Concrete: (Painted/Stained)	Approx. 9,490 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are present in limited locations. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised primarily of grass with shrubbery and planting between the exterior facades and parking drives and/or roads. The main entrance, which faces the central parking lot, has two annual flower beds.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Livingston Building.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling for each floor is provided by one air handler per floor, each with VFD control, each serving the respective floor. Air is then distributed through a VAV system by ductwork and ceiling diffusers. One 15,000 CFM energy recovery heat wheel unit at the roof of the building recovers the enthalpy from the toilet exhaust and building relief air to preheat the fresh air entering the building. The building is supplied by chilled water from a central plant. The water is distributed through the building via two 25 hp base mount centrifugal pumps, CO2 monitors at various locations in each floor control the fresh air intake into each air handler. The elevator machine rooms and electrical rooms are air conditioned. The building is heated via electric heat in VAV boxes. Perimeter heating only is provided with no interior heating.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls Metasys DDC controls.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply from the west side of the building to the booster pump room at the first floor east side of the building. The water is then boosted through 10 hp booster pumps to feed the 7 story building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. A 1,000 gallon diesel tank is provided below the emergency generator on the north side of the building.

Fixtures

The bathrooms consist of wall mounted water closets and wall mounted countertop lavatories. In addition, wall mounted urinals are installed in the men's bathrooms. The bathroom plumbing fixtures consist of either vitreous china or porcelain. The

building is equipped with multiple floor duplex wall mounted drinking fountains and floor mounted janitorial mop sinks with vacuum breakers.

Fire Protection

The building is equipped with recessed hand-held ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 60 hp, 750 gallon electric driven fire pump along with a jockey pump located at the first floor north side of the building.

ELEVATORS

There are four (4) 480V, 18.5kW electric traction passenger and 1-26kW 460V freight elevators in the building. Each passenger elevator has 7 stops and 3,500 lb. capacity. The freight elevator has 8 stops and a 4,500 lb. capacity.

There are dedicated elevator rooms (2) for the elevator machines and the controllers.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the North Distribution Center to a 13.8kV/480V, 3000kVA oiled power transformer located outside the building. The power transformer provides power to 3000A, 277/480V Main Switchboard via underground duct bank system. The main switchboard is located in the main electrical room on the first floor and it is equipped with circuit breakers that, in turn, supply power to downstream panels located throughout the building.

2.) Emergency Light and Power Systems:

A 300 kW, 277/480 V generator located outside of the building provides power for the building's emergency power systems. The 400A, 480V ATS is located in the main electrical room on the first floor. A 300 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting is typically direct/indirect pendant, strip, and lensed type fluorescent or down light type fixtures. All fluorescent and down light fixtures are equipped with T8 or compact fluorescent lamps with electronic ballasts.

4.) Communications & Security:

The building has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors.

There is a card access and security camera system.

SECURITY STAFFING

Internal security for the Livingston Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security for the Livingston Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.8 POYDRAS BUILDING (a.k.a. Insurance Building)

Physical Address: 1702 North Third Street, Baton Rouge, Louisiana

Gross Area: 110,000 square feet

Rentable Area: 99,810 square feet

Grounds Acreage: 5.8

No. of Floors: 6

Historical Classification: None

Building (SLABS) Number: 13462

Current Replacement Value: \$14,393,898

Tenant Population: Approximately 450

Occupants: Department of Insurance

GENERAL DESCRIPTION

This facility, completed in 2003, houses the Louisiana Department of Insurance. The facility is named in honor of Julien Poydras, a poet, philanthropist and political leader elected to Congress in 1809 and president of Louisiana's first constitutional convention, and who donated most of his fortune to Charity Hospital.

The building is comprised of a basement level one-story parking garage with four floors of offices including a kitchen, cafeteria and conference facilities on the first floor and a sixth level inclusive of a mechanical, communications and elevator penthouse.

Although the overall design is in keeping with the Capitol Park concept of designing contemporary versions of the State Capitol's Art Deco style, this building accomplishes the task with a simpler, more streamlined and straightforward version than most other new state facilities in Capitol Park.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior walls consist of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks along with some electrified hardware.
- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal studs, with wood paneling primarily in the elevator lobbies, conference rooms and executive offices, marble in the main lobby and ceramic tile in the restrooms. There is also a folding wall in the large conference room.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard with some stained wood paneling and glazed ceramic tile.

c.) Floor Finishes: The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 71,086 sq. ft
Vinyl Composition Tile:	Approx. 9,067 sq. ft.
Ceramic Tile:	Approx. 6,827 sq. ft.
Concrete: (Painted/Stained)	Approx. 27,031 sq. ft.

d.) Ceiling Finishes: Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are also present in limited areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised primarily of grass with shrubbery and planting between the exterior facades and parking drives and lake (North Lake) on the east side of its property.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Poydras Building.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled and ventilated by two (2) variable volume (VAV) air handling units per floor from floors 2 to 4. There are three (3) variable air volume (VAV) air handling units on the first floor. There is also a McQuay constant volume air handling unit that serves the main building lobby. The supply fans for these units are controlled by a variable frequency drive. The air handling units are equipped with a chilled water cooling coil. The perimeter VAV boxes have electric heating coils. There is no heating in the interior zones. The air handling units are manufactured by McQuay. A Van-Mar heat recovery unit pre-treats the make-up air prior to the air handling units. The heat recovery is a heat wheel.

There are two (2) roof-top utility exhaust fans that are used for smoke removal from the stairwells. These fans are activated when the fire alarm is engaged. The cafeteria kitchen has a NFPA-96 exhaust hood. The exhaust fan and the make-up air unit are located in the ceiling space.

Chilled water is provided by a central plant. The chilled water enters the ground floor mechanical room. There are two (2) Armstrong 40 hp pumps that circulate the chilled

water throughout the building. One of the chilled water pumps is controlled by a variable speed drive, and the other pump is a back-up pump and is constant volume.

2.) Terminal & Packaged Units:

The computer room located on the third floor has a ceiling mounted cooling unit with an air-cooled condensing unit located on the roof. The main electrical room, hydraulic elevator machine room and mail room are cooled by a ceiling mounted packaged chilled water fan coil units manufactured by McQuay.

3.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls Metasys DDC controls. The computer room air conditioning unit has integral controls and thermostat. The computer room unit is interfaced with the Metasys system.

4.) Plumbing:

Piping

A 2-inch natural gas service enters the building on the north side. A 3-inch domestic water main enters the building on the north side and into the ground floor mechanical room. Domestic hot water is generated by a gas fired 75 gallon domestic hot water tank also located in the mechanical room. Domestic hot water for the janitor's closets is generated by a point of use 12 gallon electric water heater. Domestic hot water for the bathroom is only provided on one lavatory in the men's and women's bathrooms on the first floor. Storm water is drained from the roof by drains with cast iron risers. The storm water is drained by gravity to the city storm water system. Ground water is drained into a sump and pumped into the city storm system. The sump and pump are located on the building exterior. Sanitary waste distribution is by cast iron pipe, and is discharged by gravity to a sewage lift station, then pumped to the city's sanitary sewer system. The sanitary sewer from the cafeteria is discharged through a 5,000 gallon grease trap to the city sewer system.

Fixtures

There are accessible bathrooms on every floor that are equipped with floor mounted water closets, counter mounted lavatories, and wall mounted urinals in the men's room. An executive office is outfitted with a water closet, lavatory and a shower. The plumbing fixtures are vitreous china. The janitor's closets are equipped with a floor mounted mop utility sink. The break rooms have a single compartment stainless steel sink. The cafeteria kitchen has a three compartment scullery sink. Drinking water is provided by wall mounted dual level accessible drinking fountains with integral chiller. The building has perimeter hose hydrants.

Fire Protection

A 6-inch fire main enters the building and into the main mechanical room. The building has a fire suppression sprinkler system with a 75 hp fire pump. There are dry

sprinkler zones that serve the garage area. A Siamese connection is located on the north side of the building. Handheld ABC fire extinguishers supplement the fire suppression to the building. The kitchen NFPA-96 hoods have an ANSUL fire suppression system with automatic gas shut-off.

ELEVATORS

There are three (3) traction type elevators manufactured by Schindler with a capacity of 3,500 lbs. The elevator machine room is located in the elevator penthouse.

There is a single hydraulic freight elevator manufactured by Schindler with a capacity of 4,000 lbs. The elevator machine room is located on the ground floor.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's electrical service emanates from dual 13.8kV feeders from the North Distribution Center to a pad mounted transformer rated at 2500kVA, 13.2KV/277/480V. This transformer supplies a Siemens manufactured, main switchboard located in the ground floor electrical room and rated at 3000A, 277/480V. Power is distributed from this switchboard at 277/480V to panel boards, located in electrical room on each floor of the building. These Siemens manufactured panel boards provide power for lighting and other building equipment at 277/480V. Transformers are provided to provide low voltage power at 120/208 V to distribution panel boards for local power needs.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by a diesel powered generator mounted on a pad outside the electrical room. This Onan manufactured generator is rated at 500kW, 277/480V. Two automatic transfer switches are located in the electrical room on the ground floor. One switch transfers power to the elevator systems and the second switch provides emergency power to multiple panels located on the first floor of the building. Power is distributed from this panel to all floors of the building for emergency lighting and other emergency systems, including a computer room. Exit signs, illuminated with energy efficient light emitting diodes, are provided to indicate exits. An 800 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent fixtures with T8 or compact fluorescent lamps and electronic ballast. Exterior lighting is provided by high intensity discharge (HID) type fixtures. HID fixtures provide lighting for the ground floor garage areas.

4.) Communications & Security:

The building has an addressable type fire alarm system. An alarm condition can be activated by manual pull stations, smoke detectors, duct mounted smoke detectors and flow switches. An alarm condition is signaled by audible/visual alarm devices located throughout the building. The alarm is monitored locally at the security desk and also at the Department of Public Safety (DPS) in the central monitoring station. Some keypad activated door locks provide access to specific secure areas. Telephone and data services systems are distributed throughout the building as required. The Hearing Room is equipped with a public address system. A lightning protection system is provided on the roof. There is also a card access system and a security camera system.

SECURITY STAFFING

Internal security for the Poydras Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with a combination of DPS officers and their contracted private security personnel.

Exterior security for the Poydras Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.9 FIRST CIRCUIT COURT OF APPEAL

Physical Address: 1600 North Third Street, Baton Rouge, Louisiana

Gross Area: 75,349 square feet

Rentable Area: 68,898 square feet

Grounds Acreage: 6.9

No. of Floors: 4 (3 floors plus basement)

Historical Classification: None

Building (SLABS) Number: 12055

Current Replacement Value: \$10,362,014

Tenant Population: Approximately 320

Occupants: Louisiana Legislative Auditor, First Circuit Court of Appeal

GENERAL DESCRIPTION

The First Circuit Court of Appeal facility, completed in 1994, was the first new building to be constructed as a result of the Louisiana Capitol Park Master Plan. The site and

building, prominently located directly across Capitol Lake from the State Capitol, were developed on an axis which originates from the Capitol and ties this northern site development into the remainder of the Capitol Park complex. The architectural vocabulary includes vertical massing, fluted pilasters, and a bas-relief detail of the state pelican incorporated into pilaster capitals, all in keeping with the Art Deco styling of Capitol Park.

The top three (3) floors of the building contain two courtrooms, a law library, judges' chambers, the Clerk of Court office, a large conference room and administrative offices. The first (ground or basement) floor houses most of the Louisiana Legislative Auditor offices. Interior circulation on each floor is typically via a central corridor. Barrier-free access is achieved by means of a ramp from outside at the parking level downward to the first floor entrance.

The facility has a lightning protection system installed on the roof.
For additional information, refer to the FPC Facility Management Program online at:
<http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete caps over driven piles.

Superstructure: The building has structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks along with some electrified hardware.

- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal studs, with wood paneling at the elevator lobbies, conference rooms, court rooms, corridors and executive offices. There is ceramic tile in the bathrooms.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard and stained wood paneling. There is also glazed ceramic tile in the bathrooms.
- c.) **Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 43,081 sq. ft
Terrazzo:	Approx. 6,477 sq. ft.
Vinyl Composition Tile:	Approx. 14,055 sq. ft.
Ceramic Tile:	Approx. 1,911 sq. ft.
Concrete: (Painted/Stained)	Approx. 417 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are located in limited areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The First Circuit Court of Appeal facility is situated on the site of the original Our Lady of the Lake Hospital, with a memorial commemorating this facility on the south side of the building adjacent to the lake edge. The facility has a fan-shaped parking lot to the north of the main entrance and the parking lot extends into the central surface parking lot bounded by the Livingston Building to the north, ISB to the west and Poydras Building to the east (See Aerial Photograph). Between the exterior façade and the lake edge, there is a combination of lawn and beds with sidewalk along the lake edge boundary. The west side of the facility, between the retaining wall and Third Street lies a comprehensive English style perennial planting bed. On the north side is found a large flower display bed in the flagpole circle.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the First Circuit Court of Appeal.

MECHANICAL

1.) HVAC Distribution Systems:

The building is conditioned from centrally located mechanical rooms with air handler units with chilled water coils manufactured by McQuay. Most of the units are equipped with variable frequency drives which vary the fan speed based on the demand. The distribution network of ductwork delivers conditioned air to variable air volume (VAV) mixing boxes located above the ceiling. The terminal devices vary the supply air flow to meet minimum air change standards and maintain temperature control within thermostatically controlled set points. Local distribution is accomplished through insulated sheet metal ductwork and overhead diffusers and grills. Most units have outdoor capabilities. Chilled water is supplied from the North Central Plant and the facility also has a 225 ton Trane water-cooled chiller located in the service yard facility and utilized as back-up for primary chilled water from the plant. Condenser water for this chiller is cooled by a BAC single fan cooling tower. The chilled water and condenser water is distributed through steel piping 15 hp pumps. Heating is produced by 1,999 mbtu gas fire boiler with heating water distributed through steel piping by two (2) 5 hp pumps. Heating is accomplished by duct mounted re-heat coils located around the perimeter of the building. Public restrooms, kitchens and general areas are exhausted by roof-mounted ventilators.

2.) Terminal & Packaged Units:

The mechanical room has a hydronic unit heater. The telecom room is air conditioned by a computer room Dx split system with humidity control. This system also has a chilled water coil.

3.) Controls and Instrumentation:

The HVAC system is controlled by a Johnson Controls Metasys DDC controls. Valves and dampers are driven pneumatically. Control air is provided by a duplex air compressor manufactured by Quincy. The control air is filtered and dehumidified by passing through an air dryer.

4.) Plumbing:

Piping

Natural gas is supplied by a gas high pressure line, reduced to low pressure prior to entering the mechanical building through a 3" line. The gas is distributed through welded and threaded steel piping. Domestic water is supplied to the building by an underground line, with distribution via copper piping. Domestic hot water for the building is generated by electric water heaters. The water heaters range in size from a point of use heater to a 30 gallon heater. There is also an irrigation system for landscaping and lawn areas. The sanitary sewer system distribution is cast-iron piping with gravity flow to a lift station located by the mechanical yard.

Fixtures

The public restrooms have wall-mounted water closets with flush meter devices and counter-mounted sinks. Men's rooms have wall-mounted flush meter urinals. Private restrooms have floor-mounted, tank type water closets and wall-hung lavatories. All fixtures are made of vitreous china. Janitor closets are equipped with porcelain coated cast-iron utility sinks. Drinking water is provided by wall-hung, dx cooled fountains. Break room facilities have stainless steel sinks, some of which contain garbage disposals. Frost-proof hydrants are located around the perimeter of the facility.

Fire Protection

The building is equipped with an automatic sprinkler system and contains handheld ABC type fire extinguisher located throughout. Fire protection sprinkler piping is comprised of steel piping. The telecommunications room is protected by a clean agent extinguishing system.

ELEVATORS

The building is equipped with two (2) hydraulic passenger elevators with 3,500 lb. capacity and one (1) hydraulic elevator with 2,500 lb. capacity. All elevators have secure card access incorporated into the elevator controls.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The First Circuit Court electrical service emanates from the dual 13.8kV feeders from the South distribution center and is distributed as follows:

- a.) Both feeder terminate at a single 13.8kV primary, 480V secondary, 1000kva transformer. The transformer supplies power to a 480V main breaker that in turn feeds a main power distribution panel.
- b.) All electrical panels, step-down transformers, sub-panels and branch circuits are fed from the main power distribution panel.

2.) Emergency Light and Power Systems:

Emergency and exit lighting is mounted throughout the building and is equipped with back-up batteries.

3.) Lighting and Branch Wiring:

Interior lighting is accomplished in various ways including, but not limited to 2' x 4', 4 lamp, 2' x 2', 2 lamp, recessed and surface mounted fluorescent fixtures with acrylic and parabolic lenses, equipped with T12 lamps with magnetic ballasts. Recessed and surface mounted incandescent lamps are also located in limited areas.

Exterior lighting is provided by the under-canopy lights, surface mounted HID fixtures and street pole lighting.

4.) Communications & Security:

The facility is equipped with a security system, which consists of security cameras and card readers. The building has an Edwards Systems fire alarm control panel as well as telephone and data systems. The fire alarm control panel and other various controls are located in the security office.

SECURITY STAFFING

Internal security for the First Circuit Court of Appeal is provided by the First Circuit Court via the utilization of Court Security Officers. DPS – Capitol Detail provides a small service, that being loading dock security located on the west side (judge’s private parking lot).

Internal security will NOT be a part of Alternate #1 of this RFP except for the loading dock security.

Exterior security, including surrounding grounds/parking lots is provided by DPS – Capitol Detail and will be included in Alternate #1 of this RFP.

Loading dock and exterior security at the First Circuit Court of Appeal will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.10 CLAIBORNE BUILDING

Physical Address: 1201 North Third Street, Baton Rouge, Louisiana

Gross Area: 498,766 square feet **Rentable Area:** 452,777 square feet
Grounds Acreage: 10.8 **No. of Floors:** 8 (7 floors plus basement)
Historical Classification: None
Building (SLABS) Number: 12898
Current Replacement Value: \$94,870,154
Tenant Population: Approximately 1,900
Occupants: Department of Education, Civil Service, Board of Regents, University of Louisiana Systems, Division of Administration

GENERAL DESCRIPTION

The Claiborne Building, completed in 2002, is the largest office building in Capitol Park. The design of the building follows a contemporary interpretation of the Art Deco

architectural style, taking cues from the original architecture located in Capitol Park, primarily the State Capitol Building and Capitol Annex. The building features five multi-story atrium spaces and houses a copy center and public cafeteria. The cafeteria has an out-sourced food service provider. The main floor of the facility houses a large Conference Center, comprised of approximately seventeen (17) conference, training and meeting rooms.

In addition to the basic site elements described in a below section, some more atypical site items include a privately-owned cell-phone tower (fenced-off area in middle of the north end parking lot), a city/parish pumping station (fenced), large above-grade flood piping used by the city to drain the adjacent Capitol Lake, a large Entergy electrical substation (fenced), and trailers housing the main high-voltage electrical distribution center which connects with the Entergy substation and then feeds all of the state buildings in Capitol Park.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls assembly consists of precast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal wall stud wall assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors consist of aluminum storefront with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks along with some electrified hardware.

d.) Roofing: The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists. Note that a

lightning protection system is located on the roof, along with smoke exhaust fans, barometric pressure controllers, expansion joints, and roofing penetrations for pipes, supports and other items.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard on metal studs, with wood paneling at the elevator lobbies and large conference room, marble in the main lobby and associated corridors and ceramic tile in the rest rooms. There are several folding panel walls in large conference rooms which can be sub-divided.

b.) Wall Finishes: Interior walls are generally painted gypsum wall board with ceramic tile in the rest rooms. There is wood wainscoting in the larger conference rooms and elevator lobbies and marble wainscoting in main floor lobbies and corridors.

c.) Floor Finishes: The floors are protected with vinyl composition tiles and sheeting, carpet, and ceramic tile, with terrazzo at the main lobby. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 345,111 sq. ft
Terrazzo:	Approx. 25,081 sq. ft.
Vinyl Composition Tile:	Approx. 16,889 sq. ft.
Ceramic Tile:	Approx. 7,833 sq. ft.
Concrete: (Painted/Stained)	Approx. 25,409 sq. ft.

d.) Ceiling Finishes: Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The Claiborne Building has extensive landscaping comprised of lawns, shrubbery and trees surrounding the building perimeter and between the exterior facades and associated parking garage, parking lot and streets. In addition to the landscape beds surrounding the building, there are four flower beds and a sculpture on the south side of the facility.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Claiborne Building and Claiborne Garage.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling for each floor is provided by four air handlers per floor, each with VFD control, each serving a quadrant at each floor. Air is then distributed through a VAV system by ductwork and ceiling diffusers. Four energy recovery heat wheel units recover the enthalpy from the toilet exhaust and building relief air to preheat the fresh air entering the building. The building is supplied by chilled water from a central plant. The water is distributed through the building via two 150 hp base mount centrifugal pumps. CO2 monitors at various locations in each floor control the fresh air intake into each air handler. The building is provided with stairwell pressurization system and atrium exhaust. The elevator machine rooms and electrical rooms are air conditioned. Gas fired unit heaters are provided at the receiving areas and mechanical rooms. Perimeter fan powered VAV boxes have electric heat strips. There is no interior heating in the facility.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls "Metasys" DDC controls.

3.) Plumbing:

Piping

Gas is piped to the penthouse of the building to feed two (2) gas fired reheat units and two (2) domestic hot water heaters of 125 gallon capacity each for the break rooms and cafeteria dish washing purposes. Domestic water piping of copper is supplied by the city water supply through the basement mechanical room northwest of the building. The water is then boosted via two (2) 2.5 hp booster pumps to feed the facility. The sanitary drain system primarily consists of cast-iron and is connected to the City sewer system. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator adjacent to the garage and the fire pump in the garage. Sanitary sewer from the cafeteria is discharged through a 5,000 gallon grease trap to the city sewer.

Fixtures

The restrooms consist of wall mount water closets and wall mount countertop lavatories. In addition, wall mount urinals are installed the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall mount drinking fountains and floor mount janitorial mop sinks with vacuum breaker faucets.

Fire Protection

The building is equipped with recessed handheld ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers.

ELEVATORS

There are six (6) 30 HP, 480V electric traction passenger and one (1) 40 HP, 460V freight elevators in the building. In addition, there is one (1) hydraulic elevator which serves the kitchen area and cafeteria.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to four (4) 13.8kV/480V, 2500kVA oiled power transformers located outside of the building. The power transformers provide power to two 2 section 3000A, 277/480 V Main Switchboards via underground duct bank system. There is a 3000A tie breaker for each main distribution board. The main switchboards are located in the main electrical room on the ground floor and they are equipped with circuit breakers that, in turn, supply power to downstream panels located throughout the building.

2.) Emergency Light and Power Systems:

A 1500 KW, 277/480 V generator and a 13,2k V/480 V, 2000kVA oiled power transformer located outside of the building provide power for building's emergency power systems. The 1600A, 277/480V main Emergency Panel (GEP) and 2000A 277/480V Panel (NEP) are located in the main electrical room on the ground floor. There are 3 – ATS fed from the both panels. A 5,000 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

Some of the lighting fixtures on each floor are fed from the life safety panels to provide means of egress illumination. Exit signs are located throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting typically is direct/indirect pendant, strip, and lensed type fluorescent or down light type fixtures. All fluorescent and down light fixtures are equipped with T8 or compact fluorescent lamps with electronic ballasts. The building is equipped with a lighting control system.

Recessed and surface mounted HID fixtures and wall-paks provide exterior lighting in the facility. There are also flood lighting fixtures for façade lighting.

4.) Communications and Security:

The building has an addressable type fire alarm system. The fire alarm panel is located in the fire control center room on the first floor. There is also one repeater fire

presentations. The exterior has a large plaza to facilitate outdoor functions and events, with a brick low wall in the configuration to represent the footprint of the original Fort San Carlos location.

In addition to the existing Welcome Center, the Welcome Center Park construction is planned to be completed prior to the scheduled July 1, 2010 begin date for FMP services. This park is being designed and constructed as an extension to the State Capitol Gardens and will be comprised primarily of landscaped lawns, trees and sidewalks. The construction documents will be available for review by the various proposers during the Facility Tours period.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of precast concrete panels attached to the structural steel frame, caulked precast concrete panel joints, cavity space and metal stud wall assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal and frame units with deadbolts and lever locks.

d.) Roofing: The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drains and adhered to a lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on metal studs.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tiles in the restrooms.
- c.) Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 3,267 sq. ft
Terrazzo:	Approx. 4,644 sq. ft.
Vinyl Composition Tile:	Approx. 595 sq. ft.
Ceramic Tile:	Approx. 1,371 sq. ft.
Concrete: (Painted/Stained)	Approx. 210 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings consist of suspended acoustical panel assemblies. Exterior ceilings primarily consist of applied exterior plaster.

HORTICULTURAL

Horticultural Information:

The existing Welcome Center and adjacent Welcome Center Park (to be constructed between approximately January 1, 2010 and June 30, 2010) grounds will provide for quick access to visitor parking (at the Welcome Center Parking Garage) as well as the State Capitol Memorial Gardens via a network of sidewalks. Extensive lawns will be utilized with associated trees and features to enhance the experience for the visitor's.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Welcome Center and Welcome Center Park.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling for this single story building is provided by 2 AHU's, each with VFD control. Air is then distributed through a VAV/electric system by ductwork and ceiling diffusers. The building is supplied with chilled water from a central plant. The water is distributed through the building via two (2) 3 hp base mount centrifugal pumps. Restrooms supplied by two (2) rooftop exhaust fans interlocked with AHU #1.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls “Metasys” DDC controls.

3.) Plumbing:

Piping

Domestic 3” water piping of copper is supplied by the city water supply from the east side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. Sewer lines exit on the west side of the building.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men’s bathrooms. The bathroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor mounted janitorial mop sinks with vacuum breakers. The facility also has a 40 gallon electric water heater.

Fire Protection

The building is equipped with recessed hand-held ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 4” city fire main located on the east side of the building. This facility does not have a fire pump.

ELEVATORS

There are no elevators in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building’s power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.2kV/480V, 500VA, oil cooled power transformer located outside the building. The power transformer provides power to a metered 600 amp, 480/277 V distribution panel via underground duct bank. The distribution panel is located in the main electrical room on the first floor and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies power to sub-panels.

2.) Emergency Light and Power Systems:

There is no emergency power system in this facility. Wall-mounted emergency and LED exit lights are equipped with battery backup and are located throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically recessed and parabolic lens fluorescent types. All lighting fixtures are equipped with T8 or compact fluorescent lamps with dimmable ballasts.

Exterior lighting consists of ground, bollard, recessed and pole lighting which uses a combination of metal halide, fluorescent and halogen lamps.

4.) Communications and Security:

The building has an addressable type fire alarm system. The fire alarm panel monitors the system devices and is activated via pull stations, flow and tamper switches, smoke and heat detectors. In addition to the fire alarm system, there is a card access system as well as CCTV, telephone and LAN systems in the facility.

SECURITY STAFFING

Internal security for the Welcome Center is not currently provided and will NOT be included in this RFP.

Exterior security for the Welcome Center, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security at the Welcome Center will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.12 STATE MUSEUM

Physical Address: 660 North Fourth Street, Baton Rouge, Louisiana

Gross Area: 97,143 square feet

Rentable Area: 63,269 square feet

Grounds Acreage: 2.7

No. of Floors: 3

Historical Classification: None

Building (SLABS) Number: 13698

Current Replacement Value: \$16,771,834

Tenant Population: Approximately 20

Occupants: State Museum employees and general public

GENERAL DESCRIPTION

The Louisiana State Museum is a contemporary facility which displays various exhibits to convey the various diverse aspects of Louisiana history, industry and culture. The Museum is unique within Capitol Park and has a distinctive appearance yet still responds to the context of the various governmental structures which surround the structure. From its prominent location within Capitol Park, the Museum utilizes covered terraces and modulated exterior views to give patrons visual access to the State Capitol and its associated Memorial Gardens as well as the environs of the Mississippi River.

The facility is largely comprised of a mixture of concrete, glass and metal exterior. The exterior main entrance is via a three-story covered exterior atrium that features a reflecting pool. The facility utilizes sophisticated exhibit lighting as well as automated temperature and humidity controls to address the unique requirements of a museum facility.

In addition to exhibit provisions, the State Museum also conducts special events, both during regular hours and in the evenings. Provisions of utilities and assistance with function set-ups and/or removal are currently performed and will continue to be required as a part of this RFP.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab, with reinforced pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of glass window walls, cast-in-place concrete panels and concrete masonry walls.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing.

Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks. A rolling door exists at the large exhibit entrance.

- d.) **Roofing:** The roof system consists of a 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls. There are also cast-in-place concrete walls, concrete masonry walls and glass walls as well.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, ceramic tile in restrooms. Applied glass panels are used in several locations.
- c.) **Floor Finishes:** The floors consist primarily of carpet and terrazzo. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 40,289 sq. ft
Terrazzo:	Approx. 14,378 sq. ft.
Vinyl Composition Tile:	Approx. 797 sq. ft.
Ceramic Tile:	Approx. 216 sq. ft.
Concrete: (Painted/Stained)	Approx. 12,766 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings and exposed structure are in place in various areas. Exterior ceilings are metal panels and laminated glass panels.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is primarily comprised of lawns with limited shrubbery and trees.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the State Museum.

MECHANICAL

1.) HVAC Distribution Systems:

The building is supplied with chilled water from a central plant. The chilled water is distributed by two (2) pad-mounted 20 hp centrifugal pumps. Heating hot water is distributed throughout the building via two (2) 20 hp pumps. Conditioned air is supplied by thirteen (13) AHU's with VFD controls. Fan powered VAV boxes with HW reheating coils, ductwork and ceiling diffusers distribute the air throughout the building. Electric heaters are used in the equipment rooms for freeze protection. Supply and exhaust fans provide ventilation for the restrooms. Humidifiers are used to maintain a constant relative humidity.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls "Metasys" DDC controls.

3.) Plumbing:

Piping

Gas is piped to the 3rd floor feeding four (4) 880,000 BTUH output boilers. Each boiler is equipped with a 75 gpm, ¾ hp circulator pump. Gas enters the building on the east side. Domestic water piping of copper is supplied by the city water supply through the east side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor mounted mop sinks with vacuum breaker faucets.

Fire Protection

The building is protected by a wet sprinkler system supplied by city water pressure. There is no fire pump.

ELEVATORS

This facility has two (2) hydraulic elevators, one being a passenger elevator with 2,500 lb. capacity and 2 stops; the other a freight elevator with 12,000 lb. capacity and 3 stops. Both elevators are 208/480V, 3-phase.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.2kV primary, 480V secondary, 1000kw, oil cooled, power transformer located outside the building. The power transformer provides power to a 1600 amp, 480/277V, switchboard via underground duct bank. The switchboard is located in the main electrical room on the first floor of the building and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies to power to sub-panels.

2.) Emergency Light and Power Systems:

A 275kw, 277/480V ATS is located in the main electrical room on the first floor of the Museum. Normal power to the ATS is provided through an 800A breaker through the main distribution panel. The ATS feeds a number of different systems, including: elevators, emergency and exit lighting for egress and illumination, step-down transformers, sub-panels and branch circuits throughout the building. A 1,000 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting is typically recessed and lay-in fluorescents as well as HID lighting. All lighting fixtures are equipped with T8 compact fluorescent and metal halide lamps with electronic dimmable/non-dimmable ballasts.

4.) Communications and Security:

The building has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. There is also a security camera system, telephone and LAN systems in the facility.

SECURITY STAFFING

Internal security for the State Museum is provided by the Department of Culture, Recreation & Tourism's Museum Security Officers. Internal security will NOT be included in Alternate #1 of this RFP.

Exterior security at the State Museum, including surrounding grounds is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.13 STATE LIBRARY

Physical Address: 701 North Fourth Street, Baton Rouge, Louisiana

Gross Area: 131,502 square feet

Rentable Area: 121,653 square feet

Grounds Acreage: 3.4

No. of Floors: 6 (5 floors plus basement)

Historical Classification: None

Building (SLABS) Number: 02041

Current Replacement Value: \$18,707,940

Tenant Population: Approximately 100

Occupants: State Library employees and state employees

GENERAL DESCRIPTION

The State Library, originally constructed in 1956 is a facility which houses collections of books, magazines and various publications for in-house use by the general public with check-out privileges for State employees and various identified groups. In addition to the printed materials, the library also contains audio-visual collections as well as materials for the blind and physically handicapped.

The facility was provided a major renovation and expansion in 1996 and currently contains a Louisiana Rare Book Room, recording studio, computer lab and a Seminar Center with a separate lobby from the main lobby.

Each fall, typically in October or November, the State Library holds the "Louisiana Book Festival". Provisions of utilities and assistance with the festival's coordination, set-ups and/or takedown of the numerous exhibits/stations, and assistance during the event on an "as-needed" basis are currently performed by OSB and will continue to be required as a part of the responsibilities of the FMP.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has cast-in-place reinforced concrete slab with concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior walls assembly consists of glass window walls, pre-cast concrete panels and natural stone panels.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks. An overhead roll-up door exists at the loading dock area.
- d.) **Roofing:** The roof system consists of a 2-ply modified bitumen membrane; cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over metal deck welded to bar joists.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls. Cast-in-place concrete wall, concrete block masonry walls and glass walls occur in several areas.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, wood paneling, and ceramic tile in restrooms. Applied glass panels are used in several locations.
- c.) **Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 88,152 sq. ft
Slate:	Approx. 4,205 sq. ft.
Vinyl Composition Tile:	Approx. 6,888 sq. ft.
Ceramic Tile:	Approx. 2,226 sq. ft.
Concrete: (Painted/Stained)	Approx. 17,996 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings and exposed structure are in place in various areas. Exterior ceilings are metal panels and laminated glass panels.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised of grass, shrubbery, trees and beds. In addition to the common species of planting, there are three ginkgo trees on the site as well as a rose bed on the west side of the building. Two annual display beds flank the front entrance of the building.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the State Library.

MECHANICAL

1.) HVAC Distribution Systems:

The State Library is supplied chilled water from a central plant. The water is distributed by two (2) pad-mounted chilled water pumps delivering 1,050 gpm each. Two (2) hot water pumps are utilized to distribute hot water throughout the building. Conditioned air for the building is provided by both VAV and constant volume boxes via ductwork and ceiling diffusers. A total of sixteen (16) air handling units are located throughout the facility. A single fan coil unit is located at the Loading Dock area. Two (2) ERU units provide fresh air to the air handling units. The AHU's are VFD controlled.

2.) Controls and Instrumentation:

The HVAC system is controlled primarily by pneumatics. Duplex compress with tank and air dryer are provided to dry air. The Johnson Controls "Metasys" system is used to controls the AHU's.

3.) Plumbing:

Piping

Gas is piped to the basement mechanical room of the building to feed two (2) domestic hot water boilers. This hot water is then supplied to the building via two (2) 15 hp pad-mounted pumps for heating purposes. Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the south side of the building. The water is then boosted to feed the facility. Sanitary sewer is collected in the basement mechanical room in a sump and pumped by two (2) 1 ½ hp pumps to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders collected in the basement mechanical room and pumped by two (2) 1 hp pumps to the city system. Diesel tanks are provided for the emergency generator.

Fixtures

The restrooms consist of floor-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple wall-mounted drinking fountains and floor-mounted mop sinks with vacuum breaker faucets.

Fire Protection

The building is protected by a wet sprinkler system supplied by a 500 gpm, 10 hp jockey pump. A 25 hp pad-mounted fire pump supplying 1,000 gpm is located in the basement of the mechanical room.

ELEVATORS

The State Library has three (3) geared elevators manufactured by Otis Elevator Co. with a 2,000 lb. capacity and 6 stops. The elevators are 208/480V. In addition, there is a single dumbwaiter with a 400 lb. capacity.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.8kV primary, 480V secondary, 1000kw, oil cooled, power transformer located outside the building. The power transformer provides power to a 1600 amp, 480/277V switchboard via underground duct bank. The switchboard is located in the main electrical room in the basement and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies power to sub-panels.

2.) Emergency Light and Power Systems:

A 40kw, 277/480V generator provides power for building emergency systems and is located on the south side of the building.

A 150 amp, 277/480V ATS is located in the main electrical room in the basement of the Library. Normal power to the ATS is provided through a 150A breaker through the main distribution panel. The ATS feeds a number of different systems, including; emergency and exit lighting for egress and illumination, step-down transformers, sub-panels and branch circuits throughout the building. A 200 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting is typically recessed and lay-in fluorescent type. All lighting fixtures are equipped with T8 or compact fluorescent lamps with electronic dimmable/non-dimmable ballasts.

Exterior lighting consists of recessed and pole lighting and uses a combination of metal halide, fluorescent and halogen lamps.

4.) Communications and Security:

The facility has an addressable fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. In addition to the fire alarm system, there is also a card access system as well as CCTV, telephone and LAN systems in the facility.

SECURITY STAFFING

Internal security for the State Library is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security for the State Library, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.14 LASALLE BUILDING

Physical Address: 617 North Third Street, Baton Rouge, Louisiana

Gross Area: 364,699 square feet

Rentable Area: 317,391 square feet

Grounds Acreage: 1.3

No. of Floors: 12

Historical Classification: None

Building (SLABS) Number: 12799

Current Replacement Value: \$56,940,455

Tenant Population: Approximately 1,400

Occupants: Department of Revenue, Department of Natural Resources

GENERAL DESCRIPTION

The LaSalle Building, completed in 2001, was the initial high rise office building completed as a part of the Capitol Park Master Plan to consolidate much of Louisiana State Government to downtown Baton Rouge. In addition to the 12 story tower, a Cafeteria Annex immediately adjacent and accessible to the tower accompanies the site. The steel structure with pre-cast exterior panel walls was designed for a contemporary interpretation of the Beaux-Arts/Art Deco style in which the State Capitol was designed. The facility utilizes an innovative use of high efficiency mechanical systems, lighting controls, daylight harvesting, and building envelope configuration in accordance with U.S. Department of Energy requirements for "Sustainable Building" Demonstration Projects which have resulted in life-cycle energy savings.

The food service at the adjacent Cafeteria Annex is outsourced to a private company (Aramark Services).

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete piles over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior walls assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space and metal wall stud wall assembly with insulation and applied gypsum.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of a 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum board on metal stud walls.
- b.) Wall Finishes:** Interior walls are generally painted gypsum board with ceramic tile in bathrooms. Wood wainscoting is utilized in larger conference rooms with a marble wainscot in lobbies and main ground floor corridors.
- c.) Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 226,362 sq. ft
Terrazzo:	Approx. 9,689 sq. ft.
Vinyl Composition Tile:	Approx. 36,642 sq. ft.
Ceramic Tile:	Approx. 7,914 sq. ft.
Concrete: (Painted/Stained)	Approx. 23,101 sq. ft.
Laminate (Raised Computer)	Approx. 8,228 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are utilized in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility includes lawns as well as landscaped beds and trees. A gravel landscape is used on the south side of the facility with immature oak trees along North Street, a feature common to all state office facilities along North Street.

On the north side of the facility, an expansion will be forthcoming in 2010 with the construction of Capitol Park. This project includes work on the south side of Lafayette Street and will become incorporated as a part of the LaSalle Building grounds.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the LaSalle Building.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled and ventilated by two (2) variable air volume (VAV) air handling units per floor from floors 2 to 12. There are four (4) variable air volume

(VAV) air handling units on the first floor. The supply fans for these units are controlled by a variable frequency drive. Outside air to the units is provided by an air handling unit (MUA-1) located in the penthouse. This unit pre-cools and dehumidifies the make-up air prior to the VAV air handling units. The air handling units are equipped with a chilled water cooling coil. The perimeter VAV boxes have electric heating coils. There is no heating in the interior zones.

An exhaust air handling unit that is equipped with a recovery unit exhaust the air from the building. The outside air is pre-treated by this unit prior to the MUA-1. This unit is manufactured by Van-Mar. Heat recovery is by a heat wheel. Fans F-1 and F-2 provide stairwell pressurization and are activated when the fire alarm is activated. The cafeteria has four (4) NFPA-96 kitchen exhaust hoods. The exhaust fan is located on the roof of the cafeteria. Make-up air to the cafeteria and kitchen is provided by a roof top unit with a chilled water cooling coil, and an indirect gas fired heating section.

Chilled water is provided by a central plant. The chilled water enters the first floor mechanical room. The building chilled water system is cooled by the facility chilled water system through two (2) plate and frame heat exchangers. There are two (2) 60 hp pumps that circulate the facility chilled water through the heat exchangers through the building. All four (4) pumps are variable speed and controlled by a variable frequency drive.

2.) Terminal & Packaged Units:

The computer room located on the third floor has two (2) Liebert chilled water computer room air conditioning units and two (2) Liebert units also on the fourth floor. The main electrical rooms on the first floor are cooled by a ceiling mounted horizontal chilled water fan coil unit by Magic Aire. The penthouse mechanical rooms are heated by ceiling mounted electric unit heaters.

3.) Controls and Instrumentation:

The building is controlled by a Johnson Controls Metasys Direct Digital Control (DDC) system. This system is tied into the facility Metasys building automation system. The computer room air conditioning units have integral controls and thermostat. The computer room units are interfaced with the Metasys system.

4.) Plumbing:

Piping

A 2-inch natural gas pipe enters the cafeteria annex on the west side. A 4-inch domestic main enters the first floor mechanical room. The domestic water pressure is boosted by a packaged pressure booster unit that is equipped with two (2) 15 hp pumps. Domestic hot water is only provided on two (2) lavatories located in the first floor men's and women's bathrooms. Domestic hot water for the kitchen is generated

by a point of use electric hot water heater. Storm water is drained from the roof by drains with cast iron risers. The storm water is drained by gravity to the city storm water system. Sanitary waste distribution is by cast iron pipe, and is discharged by gravity to the city's sanitary sewer system. The waste water from the kitchen wash sinks is treated by a grease trap located on the building exterior prior to discharge into the city's sanitary sewer system.

Fixtures

There are two (2) accessible restrooms on each floor that are equipped with wall mounted water closets, counter mounted lavatories, and urinals in the men's room. The fixtures are vitreous china. The kitchen has a two (2) compartment pot wash sink, and there are stainless steel sinks located in the kitchenettes on every floor. The janitor's closet has a floor mounted mop sink. Drinking water is provided by a wall mounted accessible drinking fountains located on every floor. These drinking fountains have integral chillers.

Fire Protection

An 8-inch fire main enters the building in the first floor fire pump room. The building has a fire suppression sprinkler system with a 100 hp fire pump. The computer room has a dry pre-action type of sprinkler system. There are two (2) Siamese connections located on the building's southeast side and south side. Handheld ABC fire extinguishers supplement the fire suppression to the building. The kitchen hoods have an Ansul fire suppression system with natural gas shut-off. The kitchen is also equipped with handheld type K fire extinguishers.

ELEVATORS

There are six (6) traction type elevators, 5 passenger elevators with 3,500 lb. capacity and one (1) freight elevator with a capacity of 5,000 lbs. All elevators are 208/480V, 3-phase and have 12 stops. The elevator machine room is located in the elevator penthouse.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building electrical power emanates from dual 13.8kV feeders from the South Distribution Center to two (2) pad mounted transformers each rated at 3000kVA, 13.8kV/277/480V. These transformers supply power to a double ended main switchboard (MDS A&B) manufactured by GE, located in the ground floor electrical room. This switchboard supplies power via a bus-way riser system, at 480V, to electrical panelboards, located in the electrical rooms on each floor. These panelboards provide power for lighting and other building equipment at 277/480V. Transformers are provided to provide power at 120/208V to distribution panelboards for local power needs.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by a diesel powered, pad mounted generator to an emergency panel in the ground floor electrical room. This Kohler manufactured generator is rated at 450 kW 277/480V. A 300 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. A remote status panel for the generator is located in the Building Manager's office. An automatic transfer switch (ATS) is located in the electrical room on the first floor of the building. Emergency power is distributed to all levels of the building for emergency lighting and other emergency systems. Specific elevators can be supplied with emergency power. Exit signs, illuminated with energy efficient light emitting diodes are provided to indicate exits.

3.) Lighting and Branch Wiring:

Interior lighting is supplied by energy efficient fluorescent fixtures equipped with T8 lamps and electronic ballasts. Light harvesting is a design feature incorporated into this facility with ceiling mounted photo sensors adjacent to perimeter windows to support this system. Halogen accent lighting is provided in the cafeteria annex. Exterior lighting is provided by high intensity discharge (HID) fixtures, mounted in walkway surfaces, decorative lighting towers and on exterior walls.

4.) Communications and Security:

The building is provided with an addressable fire alarm system. An alarm condition can be activated by manual pull stations, area smoke detectors and ventilation duct and smoke detectors. The alarm is monitored at the central monitoring station located in the DPS offices located in the North Plant. Card readers located in specified locations provide an increased level of security. Outside doors to equipment rooms are provided with local audible alarms. Telephone and data services systems are distributed throughout the building as required. A lightning rod protection system is provided on the roof.

SECURITY STAFFING

Internal security for the LaSalle Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with a combination of DPS Police officers and their contracted private security personnel.

Exterior security of the LaSalle Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.15 IBERVILLE BUILDING

Physical Address: 626 North Fourth Street, Baton Rouge, Louisiana

Gross Area: 282,792 square feet

Rentable Area: 256,175 square feet

Grounds Acreage: 1.4

No. of Floors: 10 (9 plus basement)

Historical Classification: None

Building (SLABS) Number: 14399

Current Replacement Value: \$31,479,975

Tenant Population: Approximately 650

Occupants: Department of Social Services

GENERAL DESCRIPTION

The Iberville Building, completed in 2006, was conceived as one of the "brother" buildings (the other being the Bienville Building) by the Capitol Park Interpretive Master Plan and forms half of the new gateway at the entrance to Capitol Park on North Fourth Street.

The facility was designed in such a way as to allow a distinct view to the State Capitol and its related grounds from the various elevator lobbies. To contribute in the marking of the gateway to Capitol Park, the tower located on Fourth Street, is detailed with protruding curtain wall elements, serving as lanterns.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel

joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.

- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of a 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, ceramic tile in restrooms. Wood wainscoting is utilized in larger conference rooms, with marble wainscoting utilized in lobbies and main floor corridors.
- c.) **Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 170,497 sq. ft
Terrazzo:	Approx. 13,778 sq. ft.
Vinyl Composition Tile:	Approx. 10,406 sq. ft.
Ceramic Tile:	Approx. 5,063 sq. ft.
Concrete: (Painted/Stained)	Approx. 64,943 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility includes lawns as well as landscaped beds and trees. The south side of the facility has several immature oak trees along North Street, a feature common to all state office facilities along North Street.

A sculpture, relocated from the previous agency site, has been relocated on the north side of this facility.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Iberville Building.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled and ventilated by twenty-three (23) variable air volume (VAV) air handling units. The supply fans for these units are controlled by a variable frequency drive. The air handling units supply air via ductwork to fan powered variable air volume (VAV) boxes. Outside air to the units is provided by two (2) air handling units located in the penthouse. These units use the exhaust air via a heat wheel to pre-cool and dehumidify the make-up air prior to the VAV air handling units. The air handling units are equipped with a chilled water cooling coil. The perimeter VAV boxes have electric heating coils. There is no heating in the interior zones.

Two (2) 7.5 hp fans provide stairwell pressurization and are activated when the fire alarm is activated. The chilled water enters the basement mechanical room and feeds two (2) 20 hp pumps that circulate central plant provided chilled water through two (2) plate and frame heat exchangers. There are two (2) 50 hp pumps that circulate the building chilled water through the heat exchangers and then through the building. All four (4) pumps are variable speed and controlled by a variable frequency drive. The penthouse and loading dock areas have electric heater for heat and the data room uses chilled water fan coil units for cooling. Chilled water is supplied to one (1) air handler in the basement via two (2) 2 hp pumps that circulate water through an air cooled chiller that is fed electrical power from the emergency generator. The air handling units serve half of the basement and designed to be swapped from the building chilled water system to this emergency chilled water system.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls “Metasys” DDC controls. This system is tied into the facility Metasys building automation system.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The water is then boosted via a triplex skid-mounted booster pump system, one (1) 3 hp and two (2) 7.5 hp to feed the facility. Hot water is provided to the restrooms and break rooms by instantaneous water heaters of various sizes. The sanitary drain system primarily

consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator adjacent to the loading dock and the fire pump in the basement mechanical room.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor-mounted janitorial mop sinks with vacuum breaker faucets.

Fire Protection

The building is equipped with a 125 hp fire pump with jockey pump in the basement mechanical room.

ELEVATORS

There are five (5) traction type elevators, four (4) passenger elevators, 208/480V with 2,500 lb. capacity each and 10 stops. In addition, there is one (1) freight elevator with a capacity of 4,500 lbs. The elevator machine room is located in the elevator penthouse.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building power emanates from dual 13.8kV feeders from the South Distribution Center to two (2) pad-mount transformers, each rated at 2500kVA, 13.8kV/277/480V. The transformers are located at ground level and next to the building loading dock. Power from the transformers is fed to a six section main switchboard via underground feeders. The main switchboard consists of two main sections, MSB-A and MSB-B, a main disconnect switch and tie breaker. Both sections are rated at 4000 amps, 480/277V, 3-phase, 4-wire. The main switchboard is manufactured by Eaton/Cutler Hammer and is located in the basement level. Electrical power is distributed throughout the building at 480V, via a bus-way riser system to electrical closets. There are two electrical closets on each floor at opposite ends of the building. Each electrical closet consists of various transformers and electrical panel assemblies, which feed general utilities, motor control centers, lighting, and mechanical loads at 60 – 225A, 480Y/277V and 208Y/120V.

2.) Emergency Light and Power Systems:

The building receives emergency power from an emergency diesel generator and automatic transfer system (ATS). The generator is manufactured by Cummins/Onan Power Generation and is rated at 1500KW and is located on the side of the building

adjacent to the loading dock. A 2,000 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage fuel tank according to the amount of fuel added. The ATS is also manufactured by Cummins/Onan Power Generation and is rated at 3000A, 277/480V and is located in the basement, in the main electrical equipment room. A remote status panel for the generator is located in the fire control room. Emergency power is distributed to all levels of the building for emergency lighting, exit signs and other utility systems. Specific elevators can be supplied with emergency power.

3.) Lighting and Branch Wiring:

The interior building lighting system consists of a mix of sizes and types of fluorescent light fixtures. Typical fixtures are 1 x 4, fluorescent pendant up-lights 2-bulb, round ceiling recessed fluorescent 2-bulb, 1 x 4 fluorescent strip, and ceiling hung square fluorescent decorative 1-bulb fixtures. Fixtures utilize energy efficient T5 and T8 lamps with electronic ballasts. Note that the predominant fluorescent up-light fixtures utilize a low current high voltage 277V ballast and bulb.

Exterior lighting consists of wall-mounted 75 watt HID decorative lamps fixtures located at entrance doorways, 250 watt HID light fixtures with photoelectric controls at service and loading docks and 75 watt HID lamp posts at property perimeter.

Building Wide Lighting and Automated Control System – The building wide automated lighting control system is composed of an automated light scavenging/dimming system. A combination of T8 and T5 fluorescent and metal halide lighting is controlled by a combination of addressable and networked system controllers, digital equinox networked switches, sweep switches, photo controls, power packs and motion/audio sensing technology. All lighting controls are linked through the A\$ (field device network) and S2 (system controller network) to a central computer where scheduling and operator control takes place.

Area Specific Lighting and Automated Control System – Area specific automated lighting control systems consist of networked system controller cabinets, digital switches and complex sub-control devices. The systems incorporate active dimming combined with pre-selected and programmed themes to operate a number of areas within a single room, such as a conference or committee room at multiple light intensities at the same time. A number of different types of lighting are incorporated into the system, such as: T8, T5 and T2 fluorescent lighting as well as incandescent lighting and halogen lighting.

Site and Building Exterior Lighting and Automated Control System – The site and building exterior lighting is a combination of metal halide, mercury vapor, high pressure sodium and fluorescent lighting that range from twenty to one thousand watts of light intensity.

4.) Communications and Security:

This facility contains a zoned fire alarm system manufactured by Siemens and is located in the fire command room. The systems devices include; voice/public address system, smoke and heat detectors, duct mounted smoke detectors, manual pull stations, occupant audible and visual strobes alarms, sprinkler flow alarms and tamper switches, conduit, wire and connections. Ancillary systems include an emergency generator alarm system and elevator recall system. There are also CCTV, card access, telephone and data systems in this facility.

SECURITY STAFFING

Internal security for the Iberville Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with a combination of their contracted private security personnel and DPS police officers.

Exterior security of the Iberville Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.16 BIENVILLE BUILDING

Physical Address: 628 North Fourth Street, Baton Rouge, Louisiana

Gross Area: 270,918 square feet

Rentable Area: 251,285 square feet

Grounds Acreage: 1.9

No. of Floors: 9

Historical Classification: None

Building (SLABS) Number: 14392

Current Replacement Value: \$32,685,630

Tenant Population: Approximately 1,100

Occupants: Department of Health & Hospitals

GENERAL DESCRIPTION

The Bienville Building is a part of the urban gateway (along with the Iberville Building) into the Louisiana Capitol Park complex. The massing and detailing of the facility translates the Art Deco styling of the State Capitol into a lighter and modern interpretation. The ground level plaza leads visitors into a spacious entry lobby where views to the Capitol are highlighted, while the building's design and construction have

combined the highest standards of energy efficiency with state-of-the-art interior office space. At the upper floors, flexible, open plan layout works in conjunction with the slender building footprint oriented north/south to maximize natural light to individual work stations. A tower “lantern” above the ninth floor uses back-lit glass panels to create subtle illumination during nighttime hours.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows consist of aluminum framed units with double paned insulating glazing.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

d.) Roofing: Roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½” metal deck welded to bar joists.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard on metal stud walls, and glass walls in several areas.

b.) Wall Finishes: Interior walls consist primarily of painted gypsum wallboard, ceramic tile in restrooms. Wood wainscoting is utilized in larger conference rooms. Marble wainscoting is utilized in lobbies and main ground floor corridors.

c.) **Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 198,778 sq. ft.
Terrazzo:	Approx. 12,111 sq. ft.
Vinyl Composition Tile:	Approx. 10,834 sq. ft.
Ceramic Tile:	Approx. 4,190 sq. ft.
Concrete: (Painted/Stained)	Approx. 19,267 sq. ft.

d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility includes lawns as well as landscaped beds and trees. The south side of the facility has several immature oak trees along North Street, a feature common to all state office facilities along North Street.

The north side of the facility has a promenade.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Bienville Building.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled and ventilated by eighteen (18) variable air volume (VAV) air handling units. The supply fans for these units are controlled by a variable frequency drive. The air handling units supply air via ductwork to fan powered variable air volume (VAV) boxes. Outside air to the units is provided by two (2) air handling units located in the penthouse. These units use the exhaust air via a heat wheel to pre-cool and dehumidify the make-up air prior to the VAV air handling units. The air handling units are equipped with a chilled water cooling coil. The perimeter VAV boxes have electric heating elements. There is no heating in the interior zones.

Two (2) 7.5 hp fans provide stairwell pressurization and are activated when the fire alarm is activated. The chilled water enters the first floor mechanical room and feeds two (2) 20 hp pumps that circulate central plant provided chilled water through two (2) plate and frame heat exchangers. There are two (2) 40 hp pumps that circulate the

building chilled water through the heat exchangers and then through the building. All four (4) pumps are variable speed and controlled by a variable frequency drive.

2.) Terminal and Package Units:

The computer room located on the 3rd floor has a chilled water computer room air conditioning units and a direct expansion (DX) computer room air conditioning unit. The DX unit uses two (2) 3 hp pumps and two (2) 2 hp pumps to circulate building chilled water through its water cooled condenser and is supplied electrical power via the emergency generator. The penthouse has four (4) electric heaters and the data rooms are cooled via twenty-four (24) chilled water fan coil units for cooling.

3.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls “Metasys” DDC controls. This system is tied into the facility Metasys building automation system.

4.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The water is then boosted via a triplex skid-mounted booster pump system. Hot water is provided to the restrooms and break rooms by instantaneous water heaters of various sizes. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator adjacent to the loading dock and the fire pump in the basement mechanical room.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men’s rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor-mounted mop sinks with vacuum breaker faucets.

Fire Protection

The building is supplied by a 125 hp fire pump with jockey pump in the basement mechanical room.

ELEVATORS

There are six (6) traction type elevators in the building. There are five (5) passenger elevators with a capacity of 3,500 lb. each. There is one (1) freight elevator with a capacity of 5,000 lbs. All elevators are 208/480V and have 9 stops. The elevator machine room is located in the elevator penthouse.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building power emanates from dual 13.8kV feeders from the South Distribution Center to two (2) pad mounted transformers, each rated at 2500kVA, 13.8kV/220/480V. The transformers are located at ground level and next to the building loading dock. Power from the transformers is fed to a six section main switchboard via underground feeders. The main switchboard consists of two main sections, MSB-A and MSB-B, a main disconnect switch and tie breaker. Both sections are rated at 4000 amps, 480/277V, 3- phase, 4-wire. The main switchboard is manufactured by FE and located at ground level in the mechanical service room. Electrical power is distributed throughout the building at 480V, via a bus-way riser system to electrical closets. There are two (2) electrical closets on each floor at opposite ends of the building. Each electrical closet consists of various transformers and electrical panel assemblies, which feed general utilities, motor control centers, lighting, and mechanical loads at 60-225A, 480Y/277V and 208Y/120V.

2.) Emergency Light and Power Systems:

The building receives emergency power from an emergency diesel generator and automatic transfer switch (ATS). The generator is manufactured by Caterpillar and is rated at 750KW and is located at the rear of the building next to the loading dock. A 2,000 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. The ATS system is also manufactured by Caterpillar and is rated at 1000A, 277/480V and is located in the mechanical service room. A remote status panel for the generator is located in the fire control room at the main entrance to the building. Emergency power is distributed to all levels of the building for emergency lighting, exit signs and other utility systems. Specific elevators can be supplied with emergency power.

3.) Lighting and Branch Wiring:

The building contains a zoned fire alarm system. The system is manufactured by Simplex, model 4100U and is located in the fire command room. The system devices include: voice/public address system, smoke and heat detectors, duct mounted smoke detectors, manual pull stations, occupant audible and visual strobes and alarms, sprinkler flow alarms and tamper switches, conduit, wire and connections. Ancillary systems include an emergency generator alarm system and elevator recall system.

4.) Communications and Security:

This facility has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and

smoke and heat detectors. There are also CCTV, card key, telephone and LAN systems in this facility.

SECURITY STAFFING

Internal security for the Bienville Building is currently provided by a combination of contracted security personnel provided by the Department of Public Safety – Capitol Detail and off-duty East Baton Rouge Parish Sheriff Deputies.

Exterior security of the Bienville Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.17 GALVEZ BUILDING

Physical Address: 602 North Fifth Street, Baton Rouge, Louisiana

Gross Area: 368,606 square feet

Rentable Area: 329,957 square feet

Grounds Acreage: 2.3

No. of Floors: 13 (12 floor plus basement)

Historical Classification: None

Building (SLABS) Number: 13104

Current Replacement Value: \$44,297,699

Tenant Population: Approximately 972

Occupants: Department of Environmental Quality, Public Service Commission and Legislative Auditor

GENERAL DESCRIPTION

The Galvez Building was named for one of Louisiana's most colorful governors, Spaniard Bernardo de Galvez. The facility, completed in 2003, follows the Art Deco style architectural language.

A primary architectural feature is the full height entry lobby/atrium, which allows spectacular views to the State Capitol from the elevator lobbies on each floor. In addition to the office tower, the facility is also provided with a one-story Conference Center able to accommodate several conferences and also has catering capabilities within the dining area.

For additional information, refer to the FPC Facility Management Program online at:
<http://www.gcrf.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of a 2-ply modified bitumen membrane cold-adhesive applied over rigid insulation board sloped to drains, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tile in restrooms. Wood wainscoting is utilized in the large conference rooms with marble wainscoting used in lobbies and main ground floor corridors.
- c.) **Floor Finishes:** The floors consist primarily of carpet and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:

Approx. 225,711 sq. ft

Terrazzo:	Approx.	3,659 sq. ft.
Vinyl Composition Tile:	Approx.	28,821 sq. ft.
Ceramic Tile:	Approx.	5,998 sq. ft.
Concrete: (Pained/Stained)	Approx.	22,465 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility includes lawns as well as landscaped beds and trees. The south side of the facility has several immature oak trees along North Street, a feature common to all state office facilities along North Street.

The north side of the facility has a promenade.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Galvez Building.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling is provided by twenty-nine (29) air handlers, each with VFD control, located throughout the building. Air is then distributed through fan powered VAV boxes, ductwork and ceiling diffusers. Two (2) energy recovery heat wheel units recover the enthalpy from the toilet exhaust and building relief air to pre-heat the fresh air entering the building. The building is supplied by chilled water from a central plant. The water is pumped via two (2) vertical 60 hp primary pumps to two (2) heat exchangers, and is distributed through the building via two (2) 60 hp base-mounted vertical centrifugal pumps. CO2 monitors at various locations on each floor control the fresh air intake into each air handler. The building is provided with stairwell pressurization system and atrium exhaust. The elevator machine rooms and electrical rooms are air conditioned. There is perimeter electric heat on VAV boxes only. There is no interior heating.

2.) Terminal and Packaged Units:

The 4th floor computer rooms in the facility are heated and cooled by two (2) Data Air computer room units. The basement also has Liebert units for the Division of Archeology office/storage area. The data closets and penthouse are conditioned via seven (7) fan coil units.

3.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls “Metasys” DDC controls.

4.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The water is then boosted via a triplex skid-mounted booster pump system, one (1) 5 hp and two (2) 7.5 hp to feed the facility. Hot water is provided to the break rooms by instantaneous water heaters of various sizes. Hot water is supplied to the janitor’s rooms by 20 gallon electric water heaters. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system via a duplex set of submersible sewer pumps. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator adjacent to the loading dock and the fire pump in the basement mechanical room.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men’s rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with wall-mounted drinking fountains and floor-mounted janitorial mop sinks with vacuum breaker faucets.

Fire Protection

The building is equipped with a 125 hp fire pump with a 3 hp jockey pump in the basement mechanical room.

ELEVATORS

There are five (5) 480V, 30 hp electric traction passenger elevators and one (1) 50 hp, 460V freight elevator. Each passenger elevator has thirteen (13) stops with a 3,500 lb capacity with the freight elevator having thirteen (13) stops with a 5,000 lb. capacity.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building’s power emanates from dual 13.8kV feeders from the South Distribution Center to two (2) 13.8kV/480 V, 3000kVA oil transformers, located outside the building. The transformers provide power to two (2) 3000A, 277/480V main switchboards in the main electric room in the basement via an underground bus duct. It is equipped with circuit breakers that, in turn, supply power to downstream panels throughout the building.

2.) Emergency Light and Power Systems:

A 750 kW, 277/480 V generator outside the building supplies the emergency power systems. A 1,000 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. The 800A, 480V ATS is in the main electrical room on the basement floor. Some light fixtures on each floor are fed from the life safety panels so as to provide means of egress illumination.

3.) Lighting and Branch Wiring:

Interior lighting is direct or indirect pendant, strip, and lensed fluorescent or down-light fixtures, equipped with T8 or compact fluorescent lamps with electronic ballast. The building is equipped with a lighting control system.

4.) Communications and Security:

This facility has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. There are also CCTV, card key, telephone and LAN systems in this facility.

SECURITY STAFFING

Internal security for the Galvez Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with a combination of their contracted private security personnel and off-duty East Baton Rouge Parish Sheriff Deputies. Exterior security of the Galvez Building, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.18 GOVERNOR'S MANSION

Physical Address: 1001 Capitol Access Road, Baton Rouge, Louisiana

Gross Area: 26,638 square feet

Grounds Acreage: 7.8

Historical Classification: None

Building (SLABS) Number: 02012

Rentable Area: 21,558 square feet

No. of Floors: 4 (3 plus Basement)

Current Replacement Value: \$8,496,210

Tenant Population: N/A

Occupants: Governor's Family, Staff Offices, and Security

GENERAL DESCRIPTION

The Governor's Mansion, completed in 1962, was designed as the new home for the Louisiana Governor's family, replacing the Old Governor's Mansion on North Boulevard in Baton Rouge. Its exterior appearance was inspired by a Civil War era residence, Oak Alley Plantation. The Mansion is located on Capitol Lake near the Louisiana State Capitol. The building is comprised of a basement level plus the main floor, comprised of public areas for social events, dinners and informal gatherings as well as a restricted use second and third level.

The facility also features extensive grounds and includes a public toilet facility to provide for the needs of the public touring the Mansion and its grounds.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab.

Superstructure: The building has a structural steel frame.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of painted brick veneer attached to stud walls with insulation and applied gypsum. Greek Revival style columns encircle three sides

b.) Exterior Windows: The windows consist of wood framed units with single paned glazing.

c.) Exterior Doors: Main entrance door is a wood raised panel door unit. Wooden French doors are utilized at the front and side porch areas.

d.) Roofing: The roof system consists of slate tiles. A copper gutter system is incorporated with vertical leaders within the porch columns.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard and plaster on metal and wood studs.

b.) Wall Finishes: Interior walls are generally painted gypsum wallboard, plaster with ceramic tile in bathrooms. Wood wainscoting, paneling and fabric wallcovering are utilized in various rooms and hallways.

c.) Floor Finishes: The floors finishes include wood, carpet, marble, vinyl composition tile and ceramic tile. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 5,105 sq. ft.
Wood:	Approx. 4,939 sq. ft.
Marble:	Approx. 1,184 sq. ft.
Vinyl Composition Tile:	Approx. 2,012 sq. ft.
Ceramic Tile:	Approx. 1,621 sq. ft.

d.) Ceiling Finishes: Interior ceilings primarily consist of suspended plaster and gypsum. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The grounds of this facility are bordered with decorative wrought iron fencing between painted brick column supports. There are extensive lawns, comprised of St. Augustine grass as well as many mature trees, many of which are live oaks. During the winter, the grounds are seeded with rye grass for year round color. The grounds have a multitude of planting beds and annual beds as well as groundcover. Of particular note are a rose garden and arbors which adorn the rear of the property as well as an artistic fountain. The east side of the property, adjacent to the parking lot has an herb garden and vegetable garden. On the north side of the property, a tree house and playground equipment are present. In addition, the property has both a tennis court and a pool. The west (lake side) of the building has a recently installed brick and slate patio, which can accommodate temporary tent structures for events.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Governor’s Mansion.

MECHANICAL

1.) HVAC Distribution Systems:

The building is conditioned by two (2) reciprocating chillers located in the basement with a BAC cooling tower located outside. Two (2) 7.5 hp pumps circulate chilled water throughout the building and two (2) 10 hp pumps circulate the chiller condenser water. Heating is derived from a gas boiler in the basement. Hot and chilled water is circulated through the coils in the third floor and basement floor air handling units.

The air handlers are double duct units with pneumatic controls. The conditioned air is distributed via ductwork to DDC mixing boxes located throughout the building. The laundry room is conditioned by a chilled water fan coil unit and supplemented with window units for three offices in the basement. The laundry equipment is supplied steam from a steam generator located in the basement main equipment room. The swimming pool is heated via a 400,000 BTU pool heater. A small chiller is used to chill the facility drinking water. There is also a dry cleaning machine located in the garage. The remote Restroom Facility is cooled by a Dx unit with local controls. Exhaust fans are utilized for this building.

2.) Controls and Instrumentation:

The HVAC system is primarily controlled by pneumatics, DDC controls are utilized for primary functions of the equipment such as start and stop mode. The pneumatic air is supplied from a 10 hp air compressor with a 120 gallon tank.

3.) Plumbing:

Piping

Gas is piped to the basement mechanical room of the building to feed a 840,000 BTU/Hr hot water boiler. This hot water is then supplied to the building via two (2) 2 hp pad-mounted pumps for heating purposes. Gas also feeds two (2) hot water heaters; one 65 gallon and one 76 gallon unit, with circulator pump for domestic use. There is an electric steam generator for the laundry. Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Basement sewer is discharged via two (2) 2 hp sewer pumps. Storm water containment and drainage consists of roof drains with internal leaders. Diesel tanks are provided for the emergency generator.

Fixtures

The bathrooms consist of floor-mounted tank type water closets, countertop lavatories, bathtubs and/or showers. The public men's restroom on the 1st floor has a wall-mounted urinal. The bathroom plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The building is protected by hand-held fire extinguishers and hood suppression in the kitchen.

ELEVATORS

The facility has one (1) passenger traction elevator with a capacity of 2,000 lbs. and has 4 stops. The elevator is 208/240V. In addition, there is a dumbwaiter for dishes.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.8kV primary, 208V secondary, 500kw, power transformer located outside the building that is fed by an automatic 15.5kv alternating switch. The power transformer provides power to a 1600 amp, 120/208V switchboard via underground duct bank. The switchboard is located in the main equipment room in the basement and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies power to sub-panels.

2.) Emergency Light and Power Systems:

A 250kw, 120/208V generator provides power to all building systems and is located in the generator pit outside the building. The 1600 amp, 120/208V ATS is located in the electrical pit outside the building. Normal power to the ATS is provided through a 1600A breaker through the main distribution panel. The ATS feeds all systems in their entirety, including but not limited to HVAC, lighting and building power.

3.) Lighting and Branch Wiring:

The lighting is a combination of chandeliers, incandescent, halogen, LED and fluorescent lighting fed from branch wiring through switches and localized dimmers.

Exterior lighting consists of recessed, HID, and pole lighting which uses a combination of metal halide, fluorescent, incandescent and halogen lamps.

4.) Communications and Security:

This facility has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. There are also CCTV, telephone and LAN systems in this facility.

SECURITY STAFFING

Internal security staffing for the Governor's Mansion is provided by a combination of State Police and Department of Public Safety – Capitol Detail officers. Security staffing for the Governor's Mansion will remain "as-is" and will NOT be included in Alternate #1 of this RFP.

Exterior security of the Governor's Mansion and the surrounding grounds beyond the existing fencing are a part of the "patrol" responsibilities and will be included in Alternate #1 of this RFP.

Only exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.19 OLD GOVERNOR'S MANSION

Physical Address: 502 North Boulevard, Baton Rouge, Louisiana

Gross Area: 22,474 square feet

Rentable Area: 19,061 square feet

Acreage: 1.4

No. of Floors: 4 (3 plus basement)

Historical Classification: Listed in National Register of Historic Places

Building (SLABS) Number: 02073

Current Replacement Value: \$6,997,516

Tenant Population: Approximately 10

Occupants: Foundation for Historical Louisiana

GENERAL DESCRIPTION

The Old Governor's Mansion was built in 1929 by the "Kingfish" Huey Long. The Mansion served as Executive Residence from 1930 until 1963 and housed nine of Louisiana's governors including Earl K. Long and the "singing governor", Jimmie Davis. It is an historic museum and an elegant venue for various and frequent special events, both during normal building hours and after-hours. The facility also serves as the headquarters for the Foundation for Historical Louisiana. Numerous events, both during normal building hours and after-hours are held throughout the year at this facility.

The Old Governor's Mansion was built to resemble the White House in Washington, D.C., with tall Corinthian columns and in the Georgian architectural style.

The Office of State Buildings with its provision of maintenance services provides assistance (staffing) with facility related issues during both normal building hours as well as after-hours and weekends, on an "as needed" basis.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab.

Superstructure: The building has a wood timber frame.

2.) Building Exterior:

- a.) Exterior Walls:** The exterior walls assembly consists of painted stucco attached to stud walls with interior plaster.
- b.) Exterior Windows:** The windows consist of wood framed units with single paned glazing.
- c.) Exterior Doors:** Main entrance door is a wood raised panel door unit. Wooden French doors are also utilized. Hardware is exit panic devices. Remaining exterior doors are solid core wood door and frame units. The mechanical rooms and exterior fire stair utilize hollow metal doors and frames.
- d.) Roofing:** The roof system consists of slate tile, copper and 2-ply modified bitumen membrane.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on wood studs and plaster on wood lathe.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard on wood studs and plaster on wood lathe.
- c.) Floor Finishes:** The floors consist primarily of wood, terrazzo and VCT. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Terrazzo:	Approx.	4,632 sq. ft.
Vinyl Composition Tile:	Approx.	4,328 sq. ft.
Ceramic Tile:	Approx.	802 sq. ft.
Concrete: (Painted/Stained)	Approx.	1,951 sq. ft.
Wood	Approx.	4,866 sq. ft.
Parquet Inlay	Approx.	217 sq. ft.
Brick	Approx.	1,001 sq. ft.
Marble	Approx.	345 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended plaster and gypsum with limited use of suspended acoustical panel assemblies. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is extensive. The front (North Blvd.) side of the building has a large lawn area. The lawn is comprised of St. Augustine grass and has a single decorative fountain adorning the landscape. Areas immediately adjacent to the building are heavily landscaped with various species and varieties of groundcover and plantings. The lawn is over-seeded in the winter with ryegrass for year round color. The rear of the property is comprised of a formal rose garden, utilized for weddings, etc.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the “Old” Governor’s Mansion.

MECHANICAL

1.) HVAC Distribution Systems:

Chilled water for the Old Governor’s Mansion is supplied by a water cooled Trane chiller, CGWD060. A cooling tower is located on the southeast corner of the facility. One (1) chilled water, one (1) condenser water and one (1) hot water pump operates the system. Hot water is used to heat the building. The building air is distributed by numerous multi-zone air handling units throughout the building via ductwork to ceiling diffusers. The facility also contains a Freon monitor as well as several exhaust fans and vent hoods. The facility contains a functional kitchen with appliances for catering functions. Included appliances are a dishwasher, electric stove, oven, ice machine and reach-in refrigerator and freezer.

2.) Controls and Instrumentation:

Building automation is controlled via pneumatics. A duplex compressor with tank and air dryer on wall provides control air to thermostats and valves. The JCI “Metasys” system monitors the facility.

3.) Plumbing:

Piping

Gas is piped to the basement mechanical room of the building to feed a 520,000 BTU/Hr hot water boiler. This hot water is then supplied to the building via two (2) 2 hp pad-mounted pumps for heating purposes. Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. A fifty (50) gallon electric hot water heater is provided for domestic use.

Fixtures

The restrooms consist of floor-mounted tank type water closets and wall-mounted countertop lavatories. The restroom plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The building is equipped with a wet-type sprinkler system. No pump is provided.

ELEVATORS

There is a single (1) passenger traction elevator for this facility with a capacity of 1,500 lb. The elevator is 208/480V.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from Entergy via an underground duct bank. A 1000amp, 120/208V distribution panel is located in a basement equipment room and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies power to sub-panels.

2.) Emergency Light and Power Systems:

There is no backup generator for this facility. Battery backup emergency and exit lights are located throughout the building.

3.) Lighting and Branch Wiring:

The lighting for this facility is a combination of chandeliers, incandescent, halogen and fluorescent lighting fed from branch wiring through switches and localized dimmers.

Exterior lighting consists of recessed, HID and pole lighting which uses a combination of metal halide, fluorescent, incandescent and halogen lamps.

4.) Communications and Security:

The building has an addressable type fire alarm system. The fire alarm panel monitors system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. There are also CCTV, card readers, telephone and LAN system in this facility.

SECURITY STAFFING

Internal security at the “Old” Governor’s Mansion is not currently provided and will NOT be included in Alternate #1 of this RFP.

Exterior security at the “Old” Governor’s Mansion, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol; although this facility is located outside of Capitol Park and on the southern part of the downtown area.

Only exterior security at the “Old” Governor’s Mansion will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.20 BATON ROUGE STATE OFFICE BUILDING

Physical Address: 150 Third Street, Baton Rouge, Louisiana

Gross Area: 96,945 square feet

Rentable Area: 85,115 square feet

Grounds Acreage: 0.26

No. of Floors: 13 (12 plus basement)

Historic Classification: Eligible for inclusion in National Register of Historic Places

Building (SLABS) Number: 01098

Current Replacement Value: \$16,206,296

Tenant Population: Approximately 239

Occupants: Miscellaneous Agencies with the Governor’s Offices, Louisiana Recovery Authority, Disaster Recovery, Inspector General and Office of Telecommunications Management

GENERAL DESCRIPTION

The Baton Rouge State Office Building, which was originally constructed in 1927, housed local banking institutions until 1968, when the State of Louisiana acquired the facility. A complete renovation was performed in 1985 to address various construction problems and code violations. The work included the addition of mechanical and electrical penthouses on the 3rd floor, the installation of a sprinkler system, replacement of the windows and roof system, the installation of an exterior egress stairwell (on the east side of the building) and a complete interior renovation.

The building includes a two-story wing originally built as a “store” for the Bank of Baton Rouge, but now houses additional office space. The basement level still contains the original walk-in safe utilized by the Bank of Baton Rouge. The basement now houses the building’s chillers in the Main Mechanical Room.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of brick veneer with pre-cast concrete window ledges, cavity space, and metal stud wall assembly with insulation and applied gypsum.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, ceramic tile in restrooms. Wood wainscoting is utilized in larger conference rooms with marble wainscoting used in lobbies and main ground floor corridors.
- c.) **Floor Finishes:** The floors consist primarily of carpeting. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 63,010 sq. ft
------------	-----------------------

Terrazzo:	Approx. 2,725 sq. ft.
Vinyl Composition Tile:	Approx. 5,548 sq. ft.
Ceramic Tile:	Approx. 3,496 sq. ft.
Concrete: (Painted/Stained)	Approx. 7,071 sq. ft.

- d.) Ceiling Finishes: Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings and plaster ceilings are also utilized in limited locations.

HORTICULTURAL

Horticultural Information:

With this facility having extensive paving with only limited tree planters on its west and north sides, and its east side completely paved for the fire stair, horticultural maintenance is very limited.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Baton Rouge State office Building.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled, heated and ventilated by variable volume air handling units. There is one unit per floor from floors 3 thru 12. A variable volume (VAV) air handling unit located in Rm. 324 serves the 2nd and 1st floors. The air handling units are manufactured by Trane. These units are equipped with a chilled water cooling coil and an ultraviolet sterilizer. The variable volume boxes have a heating hot water reheat coil. The basement is ventilated, heated and cooled by fan coil units. A central roof-mounted utility fan provides exhaust for the restrooms. A sidewall exhaust fan provides smoke exhaust for the building. There is also a rooftop stairwell pressurization fan. This fan is activated when the fire alarm is engaged. The smoking room located in the basement has a dedicated exhaust system. Chilled water is generated by two (2) Carrier water cooled screw chillers located in the basement Main Mechanical Room. A BAC Cross-Flow cooling tower cools the condenser water from the chillers. There are two (2) 40 hp pumps that circulate condenser water. Heating hot water is generated by a fire tube gas boiler manufactured by Superior. There are two (2) 10 hp pumps that circulate the heating hot water throughout the basement. A duplex air compressor mounted on a storage tank is located in the basement.

2.) Terminal and Packaged Units:

The elevator penthouse is cooled by two (2) fan coil units with direct expansion (DX) cooling coils. The condensing units are located adjacent to the penthouse on the roof

of the building. The condensing unit is located on the 2nd floor roof. The basement mechanical room is heated by ceiling mounted hot water unit heater. A “mini split” system cools the basement office area at the base of the monumental stairs.

3.) Controls and Instrumentation:

The facility has a Johnson Controls “Metasys” DDC front end with pneumatic controls. The DX fan coil units are controlled by a wall-mounted electric thermostat.

4.) Plumbing:

Piping

Gas is piped to the 3rd floor penthouse of the building to feed a 4,000,000 BTU/Hr output hot water boiler. This hot water is then supplied to the building via two (2) 20 hp pad-mounted pumps for heating purposes. Gas also feeds the emergency generator in the 3rd floor penthouse and the fire pump. Domestic water piping of copper is supplied by the city water supply through the basement mechanical room on the north side of the building. The water is then boosted via a triplex skid-mount booster pump system with one (1) 5 hp and two (2) 7.5 hp to feed the facility. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with external leaders. Basement storm water is discharged via 5 hp submersible pumps.

Fixtures

The restrooms consist of floor-mounted water closets and wall-mounted lavatories. In addition, wall-mounted urinals are installed in men’s rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple wall-mounted drinking fountains and janitorial mop sinks with vacuum breaker faucets.

Fire Protection

The building is supplied by a 125 hp fire pump with a 3 hp jockey pump in the basement mechanical room.

ELEVATORS

The building has three (3) passenger elevators with a capacity of 2,500 lb. Two of the elevators service floors 1 thru 12 with the third elevator servicing floors 1 thru 12 plus the basement. The elevators are 208/480V, 3-phase.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

Power is supplied by Entergy, underground to the building at 13.8kV with two feeds to a package unit substation located in the basement of the building. This

substation includes a transfer switch, main interrupt switch, 1500kVA transformer, meter cabinet and circuit breakers feeding the major electrical equipment in the building. The main switchboard is rated at 2000A, 277/480V. Power is distributed from the basement electrical room to all 12 floors and the penthouse via a bus duct riser system at 277V/480. Each floor is provided with air cooled transformers to provide power at 120/208V to distribution panel boards for all tenant needs. All equipment is manufactured by Square D.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by a natural gas driven powered generator located in the lower penthouse above the 2nd floor. This Onan manufactured generator is rated at 150kW, 277/480V and supplies power for emergency lighting and other emergency systems through an automatic transfer switch. Exit signs, illuminated with energy efficient light emitting diodes, are provided throughout the building to indicate exits.

3.) Lighting and Branch Wiring:

Interior lighting is typically recessed and 4' long lay-in fluorescent. All lighting fixtures are equipped with T8 or compact fluorescent lamps with electronic dimmable/non-dimmable ballasts.

The exterior lighting consists mainly of wall-packs with the exception of a few "architectural" lights which use a combination of metal halide and incandescent lamps.

4.) Communications and Security:

This facility has an addressable type fire alarm system. The fire alarm panel monitors the system devices and is activated via pull stations, flow and tamper switches, and smoke and heat detectors. There are also CCTV, card key access, telephone and LAN systems in the facility.

SECURITY STAFFING

Internal security for the Baton Rouge State Office Building is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security of the Baton Rouge State Office Building, including its immediate surrounding sidewalks is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.21 WOODDALE STATE OFFICE BUILDING

Physical Address: 1885 Wooddale Boulevard, Baton Rouge, Louisiana

Gross Area: 99,726 square feet

Rentable Area: 92,890 square feet

Grounds Acreage: 5.1

No. of Floors: 12

Historic Classification: None

Building (SLABS) Number: 01111

Current Replacement Value: \$2,589,819

Tenant Population: Approximately 280

Occupants: Office of Student Financial Assistance (OSFA), Department of Social Services, Office of Telecommunications Management, Office of Mental Health, Veteran's Affairs, LA Commission on Law Enforcement, Civil Service/State Police Civil Service, LA Troops to Teachers

GENERAL DESCRIPTION

The Wooddale State Office Building, completed in 1968 was originally designed for a bank and office building. An original feature of the bank, a drive-through window has since been removed, but an existing vault area still remains in place. The building extensively utilizes an exterior aluminum and glass curtain wall system.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly at the base of the building consists of brick veneer and aggregate panels with the floors above ground level comprised of an aluminum curtain wall.

- b.) Exterior Windows:** The exterior windows consist of aluminum framed units with single glazing.
- c.) Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) Roofing:** The roof system consists of a 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tile in restrooms. Marble wainscoting is utilized in the lobby and main ground floor corridors.
- c.) Floor Finishes:** The floors consist primarily of carpeting and vinyl composition tile. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 67,556 sq. ft
Vinyl Composition Tile:	Approx. 16,280 sq. ft.
Ceramic Tile:	Approx. 2,476 sq. ft.
Concrete: (Painted/Stained)	Approx. 4,061 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas.

HORTICULTURAL

Horticultural Information:

The Wooddale site is largely comprised of concrete parking lots with very limited and mature landscaping. There is a single, large oak tree at the rear employee entrance of the facility which provides for shade.

MECHANICAL

1.) HVAC Distribution Systems:

The building is cooled, heated and ventilated by multi-zone air handling units. The multi-zone units (Trane units) are located on each floor and have an integral water

cooled condensing unit. There are three (3) zones per floor from floors 2 through 12. The units on the first floor have a five (5) zone unit and a seven (7) zone unit. All units have electric heating sections.

The multi-zone condensing units are water cooled by a condensing water system. A Marley Series 220 cooling tower cools the condenser water and two (2) 20 hp pumps circulate the water from the cooling tower to the multi-zone units. There are numerous direct expansion water cooled heat pump units located above the ceilings throughout the building to provide additional heating and cooling. Rooftop exhaust fans provide exhaust for the restrooms and the building.

2.) Terminal and Packaged Units:

The mechanical penthouse is heated by an electric ceiling-mounted heater. The elevator penthouse is cooled by window units and thru-wall package units. The mail room on the ground level has a fan coil unit with a direct expansion cooling coil. The ground floor mechanical room has a water cooled condensing unit for the mail room unit. The main electrical room located in the basement is cooled by a packaged unit manufactured by Trane.

The computer room on the 4th floor (Room 423) has two (2) Liebert computer room air conditioning units that have integral water cooled condensing units that utilize the building condenser water system. The computer room on the 1st floor is cooled via a direct expansion with its air cooled condensing unit on the roof.

3.) Controls and Instrumentation:

The building is controlled by Johnson Controls "Metasys" DDC front end with pneumatic actuators and thermostats. The building is monitored by the facility Metasys building automation system. The Liebert and the packaged units have integral controls with thermostats. A duplex air compressor and storage tank supplies pneumatic air throughout the building.

4.) Plumbing:

Piping

A 6 inch domestic water main enters the basement of the building. The domestic water pressure is boosted by three (3) 15 hp multi-stage pumps. Domestic hot water is generated by an electric 40 gallon domestic hot water tank. Storm water is drained from the roof by drains with cast-iron risers. The storm water is discharged by gravity into the city storm water system. Ground water is drained into a sump and pumped into the city storm system. The sanitary waste distribution is by cast-iron pipe and is discharged by gravity into the city sanitary sewer system.

Fixtures

The restrooms are equipped with floor-mounted water closets, wall-mounted lavatories and urinals in the men's rooms. There are accessible men's restrooms on floor 1, 3, 5, 7 and 11 and there are accessible women's restrooms on floor 2, 4, 6, 8 and 12. The mechanical rooms are equipped with a janitor's utility sink, and the kitchenettes are equipped with a double compartment stainless steel sink. Drinking water is provided by wall-mounted drinking fountains located in the corridors adjacent to the mechanical rooms. The drinking fountains have an integral chiller. The building has perimeter hose bibs.

Fire Protection

The building is equipped with a fire suppression sprinkler system. The fire system is fed from the entering domestic water service. The sprinkler system has a 50 hp fire pump located in the basement mechanical room. A standpipe system and handheld ABC fire extinguishers supplement the fire suppression to the building.

ELEVATORS

The building has two (2) passenger traction elevators with a capacity of 2,500 lbs. each. The elevators are 208/480V and have 12 stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building electrical power is supplied by Entergy underground to a pad-mounted transformer rated at 750kVA, 13.2kV/277/480V. This transformer supplies power at 480V, via the ground floor electrical room to a riser system for all 12 floors. Power on each floor is distributed by electrical panel boards rated at 250A, 277/480V, located in the electrical rooms. These panel boards provide power to lighting and building equipment at 277/480V. Transformers are provided to provide low voltage power at 120/208V for local power needs.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by a diesel powered, pad-mounted 155kw generator to an emergency panel in the ground floor electrical room via an automatic transfer switch (ATS). A 300 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the generator according to the amount of fuel added. Emergency power is distributed to all levels of the building for emergency lighting and other emergency systems. Specific elevators can be supplied with emergency power. Exit signs are provided to indicate exits. Egress emergency lighting is provided by battery pack equipped lighting units.

3.) Lighting and Branch Wiring:

Interior lighting typically is supplied by fluorescent fixtures, equipped with T12 and T8 lamps, magnetic and electronic ballasts. Compact fluorescent lamps are also used. Exterior lighting is provided by high intensity discharge (HID) fixtures, mounted on building mounted poles.

4.) Communications and Security:

The building has a zoned fire alarm system. An alarm condition can be activated by manual pull stations, area smoke detectors and ventilation duct smoke detectors and signaled by audible/visual alarm devices located throughout the building. The alarm is remotely monitored at the DPS Central Monitoring Station located in Capitol Park. Surveillance cameras monitor exterior areas and are monitored locally by on-site security. Telephone and data services are distributed throughout the building. There is also a card access system in the facility.

SECURITY STAFFING

Internal security for the Wooddale State Office Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of off-duty Baton Rouge City Police officers and contracted private security personnel.

Exterior security at the Wooddale State Office Building, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol; although this facility is located outside of Capitol Park and remotely located approximately 5.5 miles away from Capitol Park.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.22 CHAMPION STATE OFFICE BUILDINGS

Physical Address: 4615 Government Street, Baton Rouge, Louisiana

Gross Area: 58,153 square feet (Champion "A" – 17,881, Champion "B" – 40,272)

Rentable Area: 53,146 square feet (Champion "A" – 13,506, Champion "B" – 39,640)

Grounds Acreage: 8.0 **No. of Floors:** Champion "A" – 2, Champion "B" – 2

Historical Classification: None

Building (SLABS) Number: Building "A" – 09674, Building "B" - 09675

Current Replacement Value: \$3,563,033
Tenant Population: Approximately 160
Occupants: DHH/Capital Area Human Services District

GENERAL DESCRIPTION

The Champion facilities are comprised of two separate facilities with a bridge structure connecting Building "A" and Building "B". Building "A" was completed in 1960 as the offices for the Baton Rouge Water Company with Building "B" completed in 1987. Prior to acquisition by the State of Louisiana in 1991, the facilities were owned by the Champion Insurance Company, thus the name. Both facilities serve as both office space as well as clinic space.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: Both "A" and "B" facilities have a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles..

Superstructure: Building "A" has a cast-in-place concrete pillars with block wall infill and pre-cast concrete beams for the roof structure. Building "B" has a steel frame for wall, 2nd floor and roof structure.

2.) Building Exterior:

- a.) Exterior Walls:** Both "A" and "B" facilities have exterior walls consisting of brick with concrete block backup. In addition, the buildings extensively utilize a window wall along the Government Street façade.
- b.) Exterior Windows:** Both "A" and "B" facilities have windows consisting of aluminum framed type units with single pane glass.
- c.) Exterior Doors:** For both facilities, the main entrance doors consist primarily of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) Roofing:** The roof system for both Building "A" and Building "B" consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls for both “A” and “B” Buildings consist primarily of gypsum wallboard on metal stud walls.
- b.) Wall Finishes:** Interior walls are for both “A” and “B” Buildings generally consist of painted gypsum wallboard with ceramic tile in restrooms.
- c.) Floor Finishes:** The floors consist primarily of carpeting and vinyl composition tile. The bathrooms have ceramic tile flooring. Interior area totals for flooring are approximately the following:

Champion “A”

Carpeting:	Approx.	5,507 sq. ft.
Vinyl Composition Tile:	Approx.	6,947 sq. ft.
Ceramic Tile:	Approx.	1,036 sq. ft.
Concrete: (Painted/Stained)	Approx.	686 sq. ft.

Champion “B”

Carpeting:	Approx.	21,440 sq. ft.
Terrazzo	Approx.	448 sq. ft.
Vinyl Composition Tile:	Approx.	13,321 sq. ft.
Ceramic Tile:	Approx.	1,255 sq. ft.
Concrete: (Painted/Stained)	Approx.	427 sq. ft.

- d.) Ceiling Finishes:** Interior ceilings for both Building “A” and Building “B” primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas.

HORTICULTURAL

Horticultural Information:

The landscaping for the Champion facilities is primarily comprised of lawn areas with shrubbery and landscaping in close proximity to the exterior walls of both Building “A” and Building “B”. The site also has a covered patio pavilion with a picnic bench for the use of both tenants and patients as well. In addition, the building tenant has incorporated a vegetable garden, which they utilize as a training program for their patients.

MECHANICAL

1.) HVAC Distribution Systems:

Building “A” is heated, cooled and ventilated with a double duct air handling unit and mixing boxes located throughout the building. Air is returned back to the units via

return grilles and redistributed through ducts above the ceiling spaces. Chilled water for the air handling units is provided by a Trane R-22 reciprocating air cooled chiller located inside the main equipment room and a Trane R-22 reciprocating air cooled chiller located in a small courtyard behind Building "A". There are two (2) 3 hp pumps that circulate the chilled water throughout the system. Hot water is provided by a hot water boiler and circulated via hot water pumps for heating. Building "B" is cooled and ventilated via four (4) self-contained rooftop units providing conditioned air to variable air volume boxes located throughout the building. Electric elements located in the variable air volume boxes are used for heat. A mini-split Dx heat pump is utilized for the Shop Area facility behind Building "B".

2.) Controls and Instrumentation:

Building "A" is a combination of pneumatic controls and Johnson Controls Direct Digital Controls. Building "B" is completely controlled by Johnson Controls "Metasys" DDC controls.

3.) Plumbing:

Piping

For both Building "A" and Building "B", the city water system provides domestic water to the building via a 3" domestic water service to a small mechanical room. Domestic hot water is generated by a 60 gallon gas hot water heater located in the same mechanical room. A domestic hot water pump returns the water from the building back to the domestic hot water heater. The storm water is drained from the roof by drains with cast-iron risers and is discharged into the facility storm system by gravity. The sanitary system distribution is by cast-iron piping with a gravity discharge to the facility sanitary sewer.

Fixtures

The restrooms consist of floor mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in men's rooms. The restroom fixtures consist of either vitreous china or porcelain. The buildings are equipped with multiple wall-mounted drinking fountains and janitorial mop sinks with vacuum breaker faucets.

Fire Protection

Both Building "A" and Building "B" is equipped with recess type wet pipe sprinkler system as well as hand-held ABC type fire extinguishers located in designated areas.

ELEVATORS

There are a total of three (3) passenger elevators, each with a capacity of 2,000 lbs and are 208/480, 3-phase. There is a single (1) hydraulic elevator in Building "A" and

two (2) hydraulic elevators in Building “B”. There are three (3) dedicated elevator machine rooms for the hoisting machinery and controllers.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

For Building “A”, the building’s power service is provided by Entergy. The service feeds the main switchboard rated at 800 Amps, 120/208Volts, 3-phase. This switchboard supplies power to the general load, lighting and miscellaneous needs of the building as well as supply downstream panels located throughout the facility.

For Building “B”, the power service is provided by Entergy. The service feeds the main switchboard rated at 1200 Amps, 120/208Volts, 3-phase. This switchboard supplies power to the general load, lighting and miscellaneous needs of the building as well as supply downstream panels located throughout the facility.

2.) Emergency Light and Power Systems:

For Building “A”, exit signs and emergency lighting are located throughout the facility. This facility has emergency power fed from the generator located on the north side of Building “B”. A 200 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. A 62kw, 277/480V generator provides power for building emergency systems and is located on the north side of Building “B”.

The 150AMP, 277/480V ATS is located in the main electrical room on the second floor of Building “B”, which is fed by the main electrical room on the first floor. The ATS feeds a number of different systems from a power distribution panel, including emergency and exit lighting for egress and illumination, step-down transformers, sub-panels and branch circuits throughout the buildings.

3.) Lighting and Branch Wiring:

The interior lighting system for both Building “A” and Building “B” is typically fluorescent recessed fixtures equipped with T8 lamps and magnetic ballasts. Exterior lighting is provided by wall-mounted halogen light fixtures distributed along the perimeter of the building as well as street light illumination.

4.) Communications and Security:

Both Building “A” and Building “B” are equipped with a fire alarm system as well as telephone and data systems. The fire alarm panel monitors the fire alarm system which can be activated by manual pull stations, area smoke detectors and

duct detectors. An alarm condition is signaled by audible/visual alarm devices located throughout the facilities. There are also CCTV cameras and card access systems as well.

SECURITY STAFFING

Internal security for the Champion State Office Buildings (both “A” Building and “B” Building) is currently provided by the Office of State Buildings – Capitol Police and staffed with off-duty Baton Rouge City Police officers.

Exterior security at the Champion State Office Buildings, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol; although this facility is located outside of Capitol Park and remotely located approximately 4 miles away from Capitol Park.

Both the building’s internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.23 SHAW CENTER

Physical Address: 235 Convention Street, Baton Rouge, Louisiana

Gross Area: 125,678 square feet

Rentable Area: 103,724 square feet

Grounds Acreage: 1.93

No. of Floors: 7 (6 plus basement)

Historical Classification: None

Building (SLABS) Number: 14177

Current Replacement Value: \$39,579,606

Tenant Population: Approximately 152

Occupants: Shaw Center including the Manship Theater, LSU Museum of Art, Restaurants (Tsunami, Capital City Grill and PJ’s Coffee)

GENERAL DESCRIPTION

This popular center for the arts, located in the heart of the cultural district in downtown Baton Rouge, is the outcome of an historic collaboration between Louisiana State University, the City of Baton Rouge, the Baton Rouge Area Foundation, and the State of Louisiana. The facility is an assembly of various components comprised of arts programs, retail, classrooms, galleries, the LSU Museum of Art, a 325 seat theater, rehearsal spaces and administrative offices. In addition, the facility is supported by a remote central plant (described later herein). The modern architecture of the facility utilizes roof-top terraces to accentuate the views to the Mississippi River.

A portion of the facility is comprised of a renovated 1920's Auto Hotel (parking structure), which provides context to the adjacent area facilities' existing architecture. The exterior of the main building running north to south utilizes translucent, vertically oriented decorative glass channels which overlay a corrugated aluminum exterior wall cladding and together provide a variety of transparencies and reflections.

The facility maintenance for this facility is a shared responsibility between the State of Louisiana and the Shaw Center management.

For the exterior of the facility, the State of Louisiana (thus the FMP) is responsible for the exterior façade and its structural components, including but not limited to exterior wall surfaces (brick, stucco, glass channels and corrugated backing, roofing, canopies, exterior lighting, fountains, pavers, and railings. In addition, the State of Louisiana is fully responsible for all horticultural services as well as maintenance and repair of all fountain related equipment.

The responsibilities of the State of Louisiana (thus the FMP) are limited with regard to the interior of the facility, these being the primary building systems such as HVAC systems, from the air handler to the ductwork and terminating at the air diffuser is the responsibility of the FMP. The elevators and orchestra lift are also a part of the FMP responsibilities. The FMP is responsible for all the electrical outside the building as well as the electrical service to, and including all electrical panels.

Responsibilities at the Shaw Center by the State (thus the FMP) which are NOT included are interior janitorial services, security services, and day to day operations for the restaurants, LSU Museum, Art Gallery and the Manship Theatre.

For additional information, refer to the Shaw Center's website:

<http://www.shawcenter.org/>, and the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls consist of various assemblies including glass channels over metal panels, cast-in-place concrete panels with applied

stucco, painted concrete block masonry, tilt-up concrete panels, antique brick and stone, window wall assemblies attached to the structural steel frame and metal stud wall assembly with insulation and applied gypsum.

- b.) Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks. Roll-up metal doors exist at the loading dock area.
- d.) Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete and over metal decking welded to bar joists. Roof ballast is a combination of smooth edged rocks or ceramic granules.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls. Cast-in-place concrete walls, CMU walls, and glass walls are in several areas.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard, ceramic tile in restrooms. Applied glass panels are also used in several locations.
- c.) Floor Finishes:** The floors consist of a combination of various materials, including stained concrete, ceramic tile, unfinished concrete, terrazzo, carpet, vinyl composition tile and brick pavers.
- d.) Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings and exposed structure are in place in various areas. Exterior ceilings are metal panels and laminated glass panels.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised of several locations of service. For the facility itself, there are two (2) rooftop patio garden areas with planter boxes which require period service/maintenance. Outside the facility, there are several landscape beds to compliment the building; two (2) beds near the Lafayette Street entrance have annual colors planted for year round color. Across Lafayette Street, there is also

landscaping which includes large live oak trees and is a part of the required maintenance area.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Shaw Center.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling for each floor is provided by several air handlers per floor, each with VFD control, each serving the respective area. Air is then distributed through a VAV system by ductwork and ceiling diffusers. One 15,000 CFM energy recovery heat wheel unit at the roof of the building recovers the enthalpy from the toilet exhaust and building relief air to preheat the fresh air entering the building. The building is supplied by chilled water from a 1500 ton central plant (Shaw Central Plant). The water is distributed through the building via two 25 hp base mount centrifugal pumps. CO2 is monitored at various locations in each floor to regulate the fresh air intake into each air handler. Humidifiers are used to regulate the percent R/H in the museum areas. The elevator machine rooms and electrical rooms are air conditioned. VAV boxes are heated via hot water coils.

2.) Controls and Instrumentation:

The HVAC system is controlled by Siemens DDC controls.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply from the west side of the building to the booster pump room at the first floor east side of the building. The water is then boosted through 10 hp booster pumps to feed the 7 story building. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. A 1,000 gallon diesel tank is provided below the emergency generator on the north side of the building. A large grease trap is located in the loading dock area.

Fixtures

The bathrooms consist of wall mounted water closets and wall mounted countertop lavatories. In addition, wall mounted urinals are installed in the men's bathrooms. The bathroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall mounted drinking fountains and floor mounted janitorial mop sinks with vacuum breakers.

Fire Protection

The building is equipped with recessed hand-held ABC type fire extinguishers located throughout the building. The majority of the building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 60 hp, 750 gallon electric driven fire pump along with a jockey pump located at the first floor north side of the building.

ELEVATORS

There are four (4) 480V, 18.5kW electric traction passenger and 1-26kW 460V freight elevators in the building. Each passenger elevator has 7 stops and 3,500 lb. capacity. The freight elevator has 8 stops and a 4,500 lb. capacity. In addition, there is a “proprietary” orchestra lift (GALA, Spiralift manufactured in Canada) utilized in the theater. There are also 2 dedicated elevator rooms for the elevator machines and the controllers.

ELECTRICAL SYSTEMS***1.) Electrical Service and Distribution:***

The Shaw Building’s power service emanates from a 13.2kV T-taps located in the Shaw Central Plants main transformer, which is fed from a 600A, 13.8kv branch circuit within the Shaw Central Plant main electrical room and provides power to the following:

- a.) 1 – 13.8kv primary, 480V secondary, 2500kva transformer is fed from the Shaw Central Plant. This transformer supplies power to a 4000A switchboard, which in turn feed two (2) 4000A distribution panels. The distribution panels supply power to all 277/480V building loads, step-down transformers and sub-panels.
- b.) 1 – 480V primary, 120/208V secondary, 500kva transformer is fed from a 4000A distribution panel and in turn supplies power to a 208V distribution panel to a 208V, 1600A switchboard. The 1600A switchboard feeds a 120/208V distribution panel that supplies power to 120/208V equipment, sub-panels and branch circuits.

Both main transformers and the main electrical room are located on the southeast corner of the facility.

2.) Emergency Light and Power Systems:

A 750kw, 277/480V generator provides power for building emergency systems and is located on the north side of the Shaw Central Plant. A 1,400 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. This is the same generator which supplies emergency power to the Shaw Center Central Plant.

The 1200AMP, 277/480V ATS is located in the main electrical room located on the southeast corner of the Shaw Center facility. Normal power to the ATS is provided through one of the 400A, 277/480V main distribution panels. The ATS feeds a 277/480V 1200A distribution panel, supplying power to a number of different systems including elevators, emergency and exit lighting for egress and illumination, step-down transformers, sub-panels and branch circuits throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically direct/indirect pendant, strip, and lensed type fluorescent or down light type fixtures. All fluorescent and down light fixtures are equipped with T8 or compact fluorescent lamps with electronic ballasts.

4.) Communications & Security:

The building has an addressable type fire alarm system. The fire alarm panel is located at the north entrance on the first floor. Fire alarm panel monitors system devices and it is activated via pull stations, flow and tamper switches, and smoke and heat detectors. Upon activation of the system, it signals audio-visual alarms to sound.

SECURITY STAFFING

Internal security for the Shaw Center is currently provided by the Shaw Center for the Arts and is staffed with their contracted private security personnel. The internal security will NOT be included in Alternate #1 of this RFP.

Exterior security at the Shaw Center, including surrounding grounds is provided by DPS Police as part of their Capitol Park patrol; although this facility is located outside of Capitol Park and at the southern end of downtown, approximately 1 mile away from Capitol Park.

Only exterior security of the Shaw Center and the surrounding grounds are a part of the “patrol” responsibilities and will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.24 DEQ Lab

Physical Address: 1209 Leesville Avenue, Baton Rouge, Louisiana

Gross Area: 40,000 square feet

Grounds Acreage: 0.8

Historical Classification: None

Rentable Area: 36,282 square feet

No. of Floors: 1

Building (SLABS) Number: 13676
Current Replacement Value: \$9,895,225
Tenant Population: Approximately 40
Occupants: Department of Environmental Quality

GENERAL DESCRIPTION

This facility was designed to provide for the detailed and technical needs by the Department of Environmental Quality. The specialized testing and analysis dictated intensive mechanical design requirements and restrictions. At a remote location within the complex of facilities downtown, this facility retains a pre-cast stone exterior appearance as found in the various other buildings constructed in Capitol Park.

The building features a minimal front door appearance with a service/drop-off area at the rear of the building.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcr1.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) Exterior Walls:** The exterior wall assembly consists of pre-cast concrete panels attached to the structural steel frame, caulked pre-cast concrete panel joints, cavity space, and metal stud wall assembly with insulation and applied gypsum.
- b.) Exterior Windows:** The windows consist of aluminum framed units with double paned insulating glazing.
- c.) Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies with double paned insulated full panel glazing. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tile in restrooms. Lab Wall surfaces are generally clad with FRP panels.
- e.) **Floor Finishes:** The floors consist primarily of vinyl composition tile with limited use of other materials. Interior area totals for flooring are approximately the following:

Vinyl Composition Tile:	Approx. 23,556 sq. ft.
Epoxy	Approx. 7,039 sq. ft.
Ceramic Tile:	Approx. 1,875 sq. ft.
Concrete: (Painted/Stained)	Approx. 2,022 sq. ft.

- c.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is simple, with grass with shrubbery and planting between the exterior facades and parking drives and/or roads. There are two annual display beds flanking the front entrance.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the DEQ Lab.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for cooling and ventilation is provided via two (2) VFD controlled 100% outside air units and distributed throughout the building by ductwork and variable air volume boxes with hot water reheat coils. Two (2) 60 hp pumps circulate chilled water through two (2) 300 ton Trane water cooled screw chillers and the air handling units chilled water coils. A pair of 30 hp condenser water pumps circulates water through two (2) BAC cooling towers and the chillers. Hot water is circulated

throughout the building to the hot water reheat coil located in the VAV boxes via two (2) 25 hp pumps. There are fifty-five (55) exhaust fans located on the roof that exhaust air through the fume hoods and out of the building. The fresh water culturing room is conditioned by a stand-alone direct expansion unit. A vacuum pump located in the main equipment room has piping routed to the fume hoods and an air compressor to supply pneumatic air to operate the pneumatic and fume hood controls. There is also a walk-in cooler and walk-in freezer for the purpose of storing samples.

2.) Controls and Instrumentation:

The HVAC/fume hood systems are controlled via a combination of direct digital Johnson Control and direct/digital pneumatic Phoenix control systems.

3.) Plumbing:

Piping

Gas is piped to the mechanical room on the north side of the building to feed a 6,770,000 BTUH hot water boiler. Hot water is supplied by a 250 gallon hot water boiler with two (2) 1 hp recirculation pumps. Domestic water piping of copper is supplied by the city water supply through the mechanical room on the north side of the building. The labs are supplied de-ionized water by a reverse osmosis system with two (2) $\frac{3}{4}$ hp pumps. The building is also equipped with a vacuum system for the lab consisting of a 240 gallon tank with two (2) 15 hp pumps. Air is supplied by a 200 gallon air tank with two (2) 10 hp compressors. There are special gases piped to the labs from bottle manifolds located on the north side of the building. All piping in the Metal Testing Labs is non-metallic. The sanitary drain system primarily consists of cast-iron and is connected to the city water system. Acid waste from the labs is drained to a dilution tank and trap, which requires periodic testing. Storm water containment and drainage consists of drains with internal leaders. A diesel tank is provided for the emergency generator.

Fixtures

The bathrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with multiple floor duplex wall-mounted drinking fountains and floor-mounted janitorial mop sinks with vacuum breaker faucets. Lab sinks are located within the lab areas.

Fire Protection

Fire protection is provided by both wet and dry systems. There are no fire pumps at this facility.

ELEVATORS

There are no elevators in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power emanates from a pad-mounted transformer located on the north side of the building that is serviced by the local utility provider, Entergy. Power is distributed from the transformer as follows:

- a.) The pad-mounted transformer supplies power to the 277/480V, 2500amp switchboard and is located in the main electrical room in the rear of the facility.
- b.) The main switchboard feeds a 2500amp power distribution panel, from which several distribution panels are fed throughout the equipment rooms ranging from 800amps to 300amps.
- c.) The distribution panels service all sub-panels, step-down transformers and all building equipment, including but not limited to chillers, pumps, HVAC units, boilers and emergency systems.

2.) Emergency Light and Power Systems:

A 510kw, 277/480V generator supplies power to an 800amp automatic transfer switch which in turn feeds an 800amp distribution panel. A 984 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. The distribution panel supplies power to several sub-panels. These sub-panels feed a number of emergency systems, including emergency and exit lighting located throughout the building. The distribution panel also services a 225amp uninterrupted power system that supplies power to several power distribution units servicing multiple non-interruptible systems.

3.) Lighting and Branch Wiring:

The building's interior lighting is typically T8 lay-in and recessed fluorescent lighting with electronic ballasts. The exterior lighting is comprised of recessed fluorescent lighting with electronic ballasts and metal halide wall-mounted fixtures. Branch wiring supplies power to all lighting and wiring devices throughout the building.

4.) Communications & Security:

The building has an addressable type fire alarm system. The fire alarm panel monitors the fire alarm system which can be activated by manual pull stations, area smoke detectors and duct detectors. An alarm condition is signaled by audible/visual alarm devices located throughout the facilities. There are also CCTV cameras and card access systems as well.

SECURITY STAFFING

Internal security for the DEQ Lab is currently provided by the Department of Public Safety – Capitol Detail and staffed with their contracted private security personnel.

Exterior security of the DEQ Lab, including surrounding grounds/parking lots is also provided by DPS Police as part of their Capitol Park patrol.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.25 CLAIBORNE PARKING GARAGE

Physical Address: 1201 North Third Street, Baton Rouge, Louisiana

Gross Area: 430,138 square feet

Rentable Area: 419,543 square feet

Acreage: 7.1

No. of Floors: 4 Levels

Historical Classification: None

Building (SLABS) Number: 13442

Current Replacement Value: \$24,010,955

Parking Space Total: 1,245

Occupants: Claiborne Building employees and agency-owned vehicles

GENERAL DESCRIPTION

This structure was designed in conjunction with the Claiborne Building and intended to provide for employee parking for the multiple tenants housed in the Claiborne Building. It is directly north of the existing Claiborne Building and connected to the facility by open-air covered walkways. It is an open garage with two continuous ramps in the middle with two open stair towers located on the north end with one stair and elevator tower at the south end. The design was intended to compliment the architecture of the adjacent Claiborne Building.

Of special note is that the railing design makes use of tensioned steel cables, which require re-tensioning on a periodic basis.

Note: Limited maintenance of the Claiborne Garage is performed by Republic Parking System, which has a contract with the State of Louisiana and the Office of State Buildings to perform any fee collections as well as perform limited janitorial and maintenance responsibilities in the garage. Republic Parking System will continue to provide these

services, therefore these responsibilities will not be a part of this RFP. See Part IV, Scope of Services for a list of responsibilities performed by Republic Parking System.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The facility is comprised of a cast-in-place reinforced concrete slab at the ground level. Upper levels incorporate cast-in-place concrete with post-tensioned slab.

Superstructure: The building has a formed, cast-in-place structural support system of columns and beams.

2.) Building Exterior:

a.) **Exterior Walls:** The exterior walls wall assembly consists of pre-cast concrete panels attached to the concrete skeleton and caulked pre-cast concrete panel joints.

b.) **Exterior Doors:** Entry doors are comprised of hollow metal door and frame units at the entrances and exits to the exterior and interior stairwells. An aluminum storefront is provided at the top level of the garage.

c.) **Roofing:** Roofing over the stair and elevator towers is 2-ply modified bitumen membrane.

3.) Building Interior:

a.) **Wall Finishes:** Interior walls are exposed concrete

b.) **Floor Finishes:** The floors consist of concrete; smooth trowel or broom finish. A traffic coating is provided on the upper-most level of the garage at specific locations.

c.) **Ceiling Finishes:** The ceilings consist of poured-in-place concrete.

HORTICULTURAL

Horticultural Information:

The landscaping surrounding this facility is comprised primarily of grass with shrubbery and planting between the exterior facades and parking drives and/or roads.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Claiborne Parking Garage.

MECHANICAL

1.) HVAC Distribution Systems:

The bulk of the facility utilizes open air ventilation with sufficient openings to preclude a need for exhaust fans in the parking area itself. The switchgear and south side elevator machine room on the second floor are cooled by split system Liebert air handling units. Roof vents are provided over the stairwell and elevator shafts as well as above the foyer between the elevators and stairwell. The fire pump room is ventilated by a wall exhaust fan.

2.) Controls and Instrumentation:

The controls are controlled locally.

3.) Plumbing:

Piping

A 5,000 gallon diesel tank for a 1500 kW emergency generator is located on the southwest side of the garage, which serves the Claiborne Building. In addition, a diesel tank of approximately 300 gallons is located in the fire pump room.

Fire Protection

The building is equipped with two (2) fire department connections at the southwest and northeast corners of the garage that connect to standpipes. A diesel driven fire pump of 1000 gpm, 300' head is provided at the second floor serving the main Claiborne Building. There are no handheld ABC type fire extinguishers in the facility.

ELEVATORS

There are two (2) hydraulic elevators of 3,500 lb. capacity located on the southeast side of the facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.8kV/480V, 500kVA oiled power transformer located outside the building. The power transformer provides power to 2000A, 277/480V Main Switchboard via underground bus duct system. The main switchboard is

located in the main electrical room on the second floor and is equipped with circuit breakers that, in turn, supply power to downstream panels located throughout the building.

2.) Emergency Light and Power Systems:

The 1500 KW, 277/480V generator serving the Claiborne Building emergency power also provides power for the garage emergency power system. The 400A, 480 ATS is located in the electrical room on the second floor. Some of the lighting fixtures in each level parking and all of the stairways lighting fixtures are fed from the life safety panel to provide means of egress. Lighting poles and wall-packs provide exterior lighting for the facility. There are also flood light fixtures for façade lighting.

3.) Lighting and Branch Wiring:

Interior lighting in mechanical and electrical rooms, stairways and the elevator lobbies is typically strip, lens surface type fluorescent fixtures. All of the fluorescent fixtures are equipped with T8 fluorescent lamps with electronic ballast. Parking levels lighting is provided by pendant mounted metal halide fixtures and lighting poles on the 4th floor parking level.

4.) Communications & Security:

The building's communication and security system consists of the CCTV, telephone and card access system.

SECURITY STAFFING

Security for the Claiborne Parking Garage is currently provided by the Department of Public Safety – Capitol Detail via their Capitol Park security patrol.

Security for this garage will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.26 LASALLE PARKING GARAGE

Physical Address: 521 Third Street, Baton Rouge, Louisiana

Gross Area: 599,158 square feet

Rentable Area: 589,364 square feet

Grounds Acreage: 0.6

No. of Floors: 7 Levels

Historical Classification: None

Building (SLABS) Number: 12798

Current Replacement Value: \$24,171,874

Parking Space Total: 1,799

Occupants: LaSalle and Iberville Building employee's, YMCA visitor parking, limited lease parking

GENERAL DESCRIPTION

This structure was designed to provide parking for state employee's housed in the LaSalle and Iberville facilities. In addition to providing the required parking, the facility was designed to incorporate additional lease space within the confines of the building perimeter. The primary tenant is the YMCA which operates a health club/fitness center; in addition there are two (2) retail spaces currently housing a hairdresser facility (Bastion's) and cafe (Socially Yours).

The facility maintenance provided by the State of Louisiana (thus the FMP) is limited at the YMCA to include mechanical related items (See Mechanical Section for additional information). Facility maintenance for the retail spaces is performed by others and is not a part of this RFP.

Note: Limited maintenance of the LaSalle Garage is performed by Republic Parking System, which has a contract with the State of Louisiana and the Office of State Buildings to perform any fee collections as well as perform limited janitorial and maintenance responsibilities in the garage. Republic Parking System will continue to provide these services, therefore these responsibilities will not be a part of this RFP. See Part IV, Scope of Services for a list of responsibilities performed by Republic Parking System.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The facility is comprised of a cast-in-place reinforced concrete slab at the ground level. Upper levels incorporate cast-in-place concrete with post-tensioned slab.

Superstructure: The building has a formed, cast-in-place structural support system of columns and beams.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls wall assembly consists of pre-cast concrete panels attached to the concrete skeleton and caulked pre-cast concrete panel joints.

- b.) Exterior Windows:** The windows utilized at the ground level and within the exit stairwells are comprised of fixed glass in aluminum frames.
- c.) Exterior Doors:** Entry doors are comprised of hollow metal door and frame units at the entrances and exits to the exterior and interior stairwells. Entry doors to the lease areas are comprised of aluminum storefront.
- d.) Roofing:** The roof system located along the east side of the facility is comprised of 2-ply modified bitumen membrane. Traffic coatings are utilized over storage spaces on the interior areas of the garage.

3.) Building Interior:

- d.) Wall Finishes:** Interior walls are exposed concrete and concrete block masonry.
- e.) Floor Finishes:** The floors consist of concrete, either smooth troweled or broom finish.
- f.) Ceiling Finishes:** The ceilings consist of poured-in-place concrete in the garage itself. The lease spaces are primarily comprised of acoustical tiles in a suspended grid system.

HORTICULTURAL

Horticultural Information:

The landscaping surrounding this facility is comprised primarily of grass and planting beds along the north and south sides of the facility. Along the east and west sides, the planting is limited to trees in planters.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the LaSalle Parking Garage.

MECHANICAL

1.) HVAC Distribution Systems:

The facility utilizes natural ventilation for the parking areas.

The YMCA is heated and cooled by two (2) self-contained DX package units with electric heating elements and also has a ten (10) ton DX energy recovery unit that uses the bathroom exhaust to pre-condition outside air before cooling it for the locker room areas. The locker rooms are heated via electric strip heaters.

The two (2) retail spaces (Bastion's and Socially Yours) are each heated and cooled by a self contained DX package with electric heating elements.

The elevator penthouse is conditioned by two (2) 5 ton DX split systems.

The Parking Manager's office is heated and cooled by a DX package unit.

The two (2) ticket booths located on the first floor each have a window unit.

2.) Controls and Instrumentation:

The various units are locally controlled by thermostats.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through two (2) meters, one for the YMCA and the other for the garage.

The YMCA has a whirlpool and steam room with a steam generator as well as showers. Hot water is supplied by two (2) 250 gallon electric water heaters. The garage has hose bibs located throughout the various floors.

The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of drains with internal leaders. A diesel tank is provided for the emergency generator, located on the 2nd level of the garage.

Note that all plumbing and mechanical (HVAC) related matters for the YMCA are the responsibility of the State of Louisiana (thus the FMP) and are to be included in the proposal's submitted.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. The restroom plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The garage is protected by a manual wet standpipe system.

ELEVATORS

There are six (6) passenger elevators in this facility, each with 7 stops. The capacity of each elevator is 3,500 lbs and are 208/480V, 3-phase. There are two (2) dedicated elevator machine rooms for the hoisting machinery and controllers. These machines rooms are conditioned by a DX unit with local controls.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The garage's electrical power emanates from the dual 13.8kV feeders from the South Distribution Center to a transformer located on the first floor of the facility. This transformer is rated at 750kVA, 13.8 kV/277/480V. This transformer supplies power at 277/480V to the main electrical switchboard (MSB), co-located with the transformer. This switchboard (Square D) is rated at 1200A. Power is distributed from this switchboard at 277/480V to panel boards located in electrical rooms located on each level of the garage. These panel boards provide power for lighting and other building equipment at 277/480V. Transformers are provided to provide power at 208/120V to distribution panel boards for local power needs.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by a diesel powered generator located on the 2nd level of the garage. This Kohler manufactured generator is rated at 275kW, 277/480V. A 300 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. A remote status panel for the generator is located in the Parking Manager's office. An automatic transfer switch (ATS) is located in the electrical room on the first level of the garage. Emergency power is distributed to all levels of the garage for emergency lighting and other emergency needs. Specific elevators can be supplied with emergency power. Emergency lighting in the parking areas is provided by halogen type lamps integrated into some of the high bay fixtures that provide lighting for these areas. Exit signs, illuminated with energy efficient light emitting diodes, are provided to indicate exits. Battery pack equipped emergency lighting, for safe egress, is provided in the retail areas.

3.) Lighting and Branch Wiring:

Interior lighting in the parking areas is supplied by high intensity discharge (HID) high bay fixtures. Elevator vestibules are lighted with recessed pot lighting equipped with compact fluorescent lamps. Service and other enclosed areas have fluorescent lighting fixtures equipped with energy efficient T8 lamps and electronic ballasts. Exterior and stairway lighting is provided by HID wall-mounted fixtures. Street lighting (city owner and maintained) adjacent to the building also provides exterior illumination.

4.) Communications & Security:

The garage is provided with a Simplex addressable type fire alarm system. An alarm condition can be activated by manual pull stations and smoke detectors located throughout the facility. An alarm condition is signaled by audible/visual

alarm devices located throughout. The alarm is monitored locally in the Parking Manager's office and also at the Department of Public Safety (DPS) central monitoring station. Card access activated door locks provide access to specific areas. Telephone and data services systems are distributed throughout the building as required. There are also CCTV cameras located throughout the garage.

SECURITY STAFFING

Security for the LaSalle Parking Garage is currently provided by the Department of Public Safety – Capitol Detail via their Capitol Park security patrol.

Security for this garage will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.27 GALVEZ PARKING GARAGE

Physical Address: 504 North Fifth Street, Baton Rouge, Louisiana

Gross Area: 600,000 square feet

Rentable Area: 586,000 square feet

Grounds Acreage: 0.6

No. of Floors: 7 Levels

Historical Classification: None

Building (SLABS) Number: 13103

Current Replacement Value: \$22,176,418

Parking Space Total: 1,761

Occupants: Galvez and Bienville Building employee's, Main Street Market and public parking, limited lease parking

GENERAL DESCRIPTION

This structure was designed to provide parking for state employee's housed in the Bienville and Galvez facilities. In addition to providing the required parking, the facility was designed to incorporate additional lease space within the confines of the building perimeter. The primary tenant is the Main Street Market which operates a number of small, starter type businesses within their overall lease space. In addition to the Market, the facility also houses a small grocery (Capitol City Grocery), credit union (Eagle Credit Union) and two (2) restaurants (The Jambalaya Shop and Serop's).

The facility maintenance responsibilities within the Main Street Market are the responsibility of FMP completely, however the interiors of the restaurants, grocery and credit union are not a part of the maintenance responsibilities by the State (thus not by the FMP).

Note: The collection of parking fees for the Galvez Garage is performed by Republic Parking System, which has a contract with the State of Louisiana and the Office of State Buildings to perform fee collections as well as perform limited janitorial and maintenance responsibilities in the garage. Republic Parking System will continue to provide these services, therefore these responsibilities will not be a part of this RFP. See Part IV, Scope of Services for a list of responsibilities performed by Republic Parking System.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The facility is comprised of a cast-in-place reinforced concrete slab at the ground level. Upper levels incorporate cast-in-place concrete with post-tensioned slab.

Superstructure: The building has a formed, cast-in-place structural support system of columns and beams.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior walls wall assembly consists of pre-cast concrete panels attached to the concrete skeleton and caulked pre-cast concrete panel joints.
- b.) **Exterior Windows:** The windows utilized at the ground level and within the exit stairwells are comprised of fixed glass in aluminum frames.
- c.) **Exterior Doors:** Entry doors are comprised of hollow metal door and frame units at the entrances and exits to the exterior and interior stairwells. Entry doors to the lease areas are comprised of aluminum storefront.
- d.) **Roofing:** The roof system, which is minimal, is comprised of 2-ply modified bitumen membrane. Traffic coatings are utilized over storage spaces on the interior areas of the garage.

3.) Building Interior:

- a.) **Wall Finishes:** Interior walls are exposed concrete and concrete block masonry.
- b.) **Floor Finishes:** The floors consist of concrete, either smooth troweled or broom finish.

- c.) **Ceiling Finishes:** The ceilings consist of poured-in-place concrete in the garage itself. The lease spaces are primarily comprised of acoustical tiles in a suspended grid system and/or exposed structure.

HORTICULTURAL

Horticultural Information:

The landscaping surrounding this facility is comprised primarily of grass and planting beds along the north and south sides of the facility. Along the east and west sides, the planting is limited to trees in planters.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Galvez Parking Garage.

MECHANICAL

1.) HVAC Distribution Systems:

The facility utilizes natural ventilation for the car parking areas.

Heating, cooling and ventilation to the Main Street Market is provided by two (2) 50 ton DX packaged units with electric heat.

The restaurant's (Jambalaya Shoppe and Serop's) and market (Capitol City Market) are each cooled by DX split system fan coil units. Note that these units are maintained by the tenants and are not a part of the FMP maintenance responsibilities.

The Eagle Federal Credit Union is cooled by a DX unit. Note that this unit is maintained by the tenant and is not a part of the FMP maintenance responsibilities.

The garage security room and the two (2) ticket booths, located on the first floor are cooled by window units.

The restrooms are vented by exhaust fans and the two (2) ticket booths have window unit.

2.) Controls and Instrumentation:

The HVAC equipment is controlled locally with thermostats.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply through two (2) meters, one for the Main Street Market and the other for the garage.

Hot water for the Main Street Market is supplied by 85 gallon, 36 kw electric water heaters. The garage has hose bibs located throughout the various floors.

Note: Water for the tenants of the retail spaces are metered separately and are not a part of the maintenance responsibilities by the FMP.

The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of drains with internal leaders. A diesel tank is provided for the emergency generator, located on the 2nd level of the garage. A grease trap located on the ground floor services the Main Street Market.

Fixtures

The bathrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. In addition, wall-mounted urinals are installed in men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The garage is protected by a manual wet standpipe system.

The Main Street Market is equipped with four (4) vent hoods with fire suppression. The restaurant's (Serop's or Jambalaya Shoppe) provide maintenance for the hoods installed in these retail spaces with their maintenance performed by others.

ELEVATORS

There are six (6) passenger elevators in this facility, each with 7 stops. The capacity of each elevator is 3,500 lbs and are 208/480V, 3-phase. There are two (2) dedicated elevator machine rooms for the hoisting machinery and controllers.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power emanates from dual 13.8kV feeders from the South Distribution Center to a transformer in the electrical vault on the first floor. It provides power to the 1200A, 277/480V Main Switchboard via an underground bus duct system. The main switchboard is in the main electrical room on the same floor and is equipped with circuit breakers that, in turn, supply power to downstream panels throughout the building. The power service for the Main Street Market is fed from Entergy to a distribution center in the electrical room on the first floor.

2.) Emergency Light and Power Systems:

A 400 kW, 277/480V generator, located on the 2nd floor provides power for the emergency system. The 400A, 480V ATS is located in the 2nd floor electrical room. A 300 gallon above-ground diesel storage tank supplies fuel to this generator. The diesel fuel is treated each time fuel is added according to the storage tank according to the amount of fuel added. Some light fixtures on each parking level and all stairway light fixtures are fed from the life safety panels to provide means of egress illumination. Exit signs are located throughout the facility.

3.) Lighting and Branch Wiring:

Interior lighting in mechanical rooms, storage, restrooms, elevator lobbies and office spaces is typically strip, lensed surface type fluorescent or down light fixtures. All fixtures are equipped with T8 or compact fluorescent lamps with electronic ballasts. Parking level illumination is provided by pendant metal halide fixtures, with lighting poles on the 7th level. There are recessed landscape fixtures and street light poles for exterior lighting.

4.) Communications & Security:

The building has an addressable fire alarm system. The fire alarm panel is in the security office on the first floor. The panel monitors system devices and is activated via pull stations and smoke and heat detectors. The audio-visual alarms sound upon activation of the system. In addition to the fire alarm system, there are CCTV, telephone and emergency intercom systems. The building also has a card access system.

SECURITY STAFFING

Security for the Galvez Parking Garage is currently provided by the Department of Public Safety – Capitol Detail via their Capitol Park security patrol.

Security for this garage will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.28 WELCOME CENTER PARKING GARAGE

Physical Address: 101 North Street, Baton Rouge, Louisiana

Gross Area: 159,471 square feet

Rentable Area: 154,112 square feet

Grounds Acreage: 0.4

No. of Floors: 5 Levels

Historical Classification: None

Building (SLABS) Number: 15454

Current Replacement Value: \$9,143,857

Parking Space Total: 388

Occupants: Visitor's to Capitol Park and Capitol Park facilities

GENERAL DESCRIPTION

This structure was designed to provide parking for visitor's to Capitol Park and the related state facilities. The parking garage was designed to be a revenue producing garage for the State of Louisiana. The facility was also strategically located to allow for convenient access to the nearby Welcome Center as well as various state office buildings.

Note: The collection of parking fees for the Welcome Center Parking Garage is performed by Republic Parking System, which has a contract with the State of Louisiana and the Office of State Buildings to perform fee collections as well as perform limited janitorial and maintenance responsibilities in the garage. Republic Parking System will continue to provide these services, therefore these responsibilities will not be a part of this RFP. See Part IV, Scope of Services for a list of responsibilities performed by Republic Parking System.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The facility is comprised of a cast-in-place reinforced concrete slab at the ground level. Upper levels incorporate cast-in-place concrete with post-tensioned slab.

Superstructure: The building has a formed, cast-in-place structural support system of columns and beams.

2.) Building Exterior:

a.) Exterior Walls: The exterior walls wall assembly consists of pre-cast concrete panels attached to the concrete skeleton and caulked pre-cast concrete panel joints.

- b.) Exterior Windows:** The windows utilized at the street level and within the exit stairwells are comprised of fixed glass in aluminum frames.
- c.) Exterior Doors:** Entry doors are comprised of hollow metal door and frame units at the entrances and exits to the exterior and interior stairwells. Entry doors to the lease areas are comprised of aluminum storefront.
- d.) Roofing:** The roof system, which is minimal, is comprised of 2-ply modified bitumen membrane. Traffic coatings are utilized over storage spaces on the interior areas of the garage.

3.) Building Interior:

- a.) Wall Finishes:** Interior walls are exposed concrete and concrete block masonry.
- b.) Floor Finishes:** The floors consist of concrete - either smooth troweled or broom finish.
- c.) Ceiling Finishes:** The ceilings consist of poured-in-place concrete in the garage itself. The office spaces are primarily comprised of acoustical tiles in a suspended grid system and/or exposed structure.

HORTICULTURAL

Horticultural Information:

The landscaping surrounding this facility is comprised primarily of grass with shrubbery and planting between the exterior facades and parking drives and/or roads on the west and south sides of the building.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Welcome Center Parking Garage.

MECHANICAL

1.) HVAC Distribution Systems:

The building uses natural ventilation for the car parking areas. The elevator lobbies are conditioned via a DX split system/electric heat unit on each floor with the condensing units located on the top level of the garage. The Parking Management office and ticket booth have window units. The restrooms have exhaust fans.

2.) Controls and Instrumentation:

The HVAC system is controlled locally with thermostats.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply, then piped to the garage to feed hose bibs located throughout the garage. Storm water containment and drainage consists of drains with internal leaders. A diesel tank is provided for the fire pump in the 2nd level mechanical room.

Fixtures

The restrooms consist of wall-mounted water closets and wall-mounted countertop lavatories. The restroom plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The garage is protected by a manual wet standpipe system.

ELEVATORS

There are two (2) elevators in this facility with a capacity of 2,500 lbs. Each elevator is 480V and has 5 stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building's power service emanates from dual 13.8kV feeders from the South Distribution Center to a 13.8kV/480V, 500VA, oil cooled power transformer located outside the building. The power transformer provides power to a metered 600amp, 480/277V distribution panel via an underground duct bank. The distribution panel is located in the main electrical room on the first floor and is equipped with circuit breakers that, in turn supply power to HVAC equipment, lighting panels and step-down transformers which supplies power to sub-panels.

2.) Emergency Light and Power Systems:

A 125kw, 277/480V generator provides power for building emergency systems and is located on the top floor of the garage. The 250AMP, 277/480V ATS is located in the main electrical room on the first floor of the garage. The ATS feeds a number of different systems from a power distribution panel, including emergency and exit lighting, entrance and exit gate systems, step-down transformers and sub-panels for emergency branch circuits throughout the garage.

3.) Lighting and Branch Wiring:

Interior lighting in mechanical rooms, storage, restroom, elevator lobbies and office space is typically strip, lens surface type fluorescent or down light fixtures. All fixtures are equipped with T8 or compact fluorescent lamps with electronic ballasts. Parking level illumination is provided by metal halide fixtures. There are recessed landscape fixtures and street light poles for exterior lighting.

4.) Communications & Security:

The building has a fire alarm system. The panel monitors system devices and is activated via pull stations as well as smoke and heat detectors. The audio/visual alarms sound upon activation of the system. There are CCTV, telephone and emergency intercom systems. The building also has a card access system.

SECURITY STAFFING

Security for the Welcome Center Parking Garage is currently provided by the Department of Public Safety – Capitol Detail via their Capitol Park security patrol.

Security for this garage will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.29 STATE PARKING GARAGE

Physical Address: 201 Third Street, Baton Rouge, Louisiana

Gross Area: 175,534 square feet

Rentable Area: 160,522 square feet

Grounds Acreage: 0.9

No. of Floors: 8 Levels

Historical Classification: None

Building (SLABS) Number: 14179

Current Replacement Value: \$5,539,225

Parking Space Total: 388

Occupants: State employees working at the Baton Rouge State Office Building as well as visitors to Shaw Center and downtown

GENERAL DESCRIPTION

This structure was designed to provide parking for visitor's to downtown Baton Rouge as well as housing state employees at the Baton Rouge State Office Building. The parking garage was designed to be a revenue producing garage for both the State of Louisiana and the City of Baton Rouge.

In addition to the parking, approximately 2,000 square feet of unfinished lease space is contained within the garage. This lease spaces is anticipated to house a Baton Rouge City Police Sub-Station and proposed art gallery.

Note: The collection of parking fees for the State Parking Garage is performed by Republic Parking System, which has a contract with the State of Louisiana and the Office of State Buildings to perform fee collections as well as perform limited janitorial and maintenance responsibilities in the garage. Republic Parking System will continue to provide these services, therefore these responsibilities will not be a part of this RFP. See Part IV, Scope of Services for a list of responsibilities performed by Republic Parking System.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The facility is comprised of a cast-in-place reinforced concrete slab at the ground level. Upper levels incorporate cast-in-place concrete with post-tensioned slab.

Superstructure: The building has a formed, cast-in-place structural support system of columns and beams.

2.) Building Exterior:

- a.) Exterior Walls:** The exterior walls wall assembly consists of pre-cast concrete panels attached to the concrete skeleton and caulked pre-cast concrete panel joints.
- b.) Exterior Windows:** The windows utilized at the retail areas on the street level are comprised of fixed glass in aluminum frames.
- c.) Exterior Doors:** Entry doors are comprised of hollow metal door and frame units at the entrances and exits to the exterior and interior stairwells. Entry doors to the lease space areas and main entrance lobby are comprised of aluminum storefront.
- d.) Roofing:** The roof system, which is minimal, is comprised of 2-ply modified bitumen membrane. Traffic coatings are utilized at select areas within the garage.

3.) Building Interior:

- a.) Wall Finishes:** Interior walls are exposed concrete and concrete block masonry.
- b.) Floor Finishes:** The floors consist of concrete - either smooth troweled or broom finish.
- c.) Ceiling Finishes:** The ceilings consist of poured-in-place concrete in the garage itself.

HORTICULTURAL

Horticultural Information:

The limited landscaping surrounding this facility is comprised small planting beds and tree wells contained within the existing perimeter sidewalks.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the State Parking Garage.

MECHANICAL

1.) HVAC Distribution Systems:

The building utilizes natural ventilation for the car parking areas. The Parking Management office is conditioned via a thru-wall air conditioning unit with its adjacent restroom provided with an exhaust fan. There are five (5) exhaust fans located on the first level and the ticket booth is conditioned with a window unit.

2.) Controls and Instrumentation:

The HVAC system is controlled locally with thermostats.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply and then piped to the garage to feed hose bibs located throughout the garage. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of drains with internal leaders. A diesel tank is provided for the emergency generator.

Fixtures

The restroom consists of a wall-mounted water closet and wall-mounted countertop lavatory. The plumbing fixtures consist of either vitreous china or porcelain.

Fire Protection

The garage is protected by a manual wet standpipe system.

ELEVATORS

There are two (2), 480V electric traction elevators for this facility. Each elevator is an 8 stop and 3,500 lb. capacity.

ELECTRICAL SYSTEMS***1.) Electrical Service and Distribution:***

The building's power service emanates from the local power provider (Entergy) and supplies power to a 277/480V, 1200amp distribution panel. The distribution panel is located in the main electrical room on the first floor and is equipped with circuit breakers that, in turn supply power to the automatic transfer switch, lighting panels and step-down transformers which supplies power to sub-panels and all branch wiring for equipment and wiring devices.

2.) Emergency Light and Power Systems:

A 277/480V, 150kw generator services a 277/480V, 600 amp automatic transfer switch. A 284 gallon above-ground generator diesel storage tank supplies the needed fuel for this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. The transfer switch is fed from the 1200amp main distribution panel. The automatic transfer switch feeds a 277/480V, 600amp distribution panel, which in turn supplies power to elevators, lighting panels and step-down transformers which supplies power to sub-panels and all branch wiring for equipment and wiring devices. Exit lighting is installed throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically T8 fluorescent lamps with dimmable ballasts. Interior parking lighting is surface mount HID lighting. The exterior lighting consists of metal halide and fluorescent lighting that are either wall-mounted or recessed lighting fixtures.

4.) Communications & Security:

The building has a fire alarm system. The panel monitors system devices and is activated via pull stations as well as smoke and heat detectors. The audio/visual alarms sound upon activation of the system. There are CCTV, telephone and emergency intercom systems. The building also has a card access system.

SECURITY STAFFING

Security for the State Parking Garage is currently provided by the Department of Public Safety – Capitol Detail via their Capitol Park security patrol.

Security for this garage will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview (“Exhibit 4”) and Security Staffing Schedule (“Schedule 2”) as well as Scope of Services (Section 4.2.26) for additional information.

5.1.30 CENTRAL PLANT - SOUTH

Physical Address: 602 River Road

Gross Area: 11,961 square feet

Rentable Area: 11,656 square feet

Grounds Acreage: .72

No. of Floors: 1

Historical Classification: None

Building (SLABS) Number: 12501

Current Replacement Value: \$1,547,266

Tenant Population: Approximately 2-3

Occupants: Facility is utilized by OSB staffing, i.e., Operating Engineer’s and Rover

GENERAL DESCRIPTION

This facility is one of the chilled water plants located within Capitol Park. It consists of a Control Room, Electrical Room, Chiller Equipment Room and outdoor cooling towers. The South Central Plant provides chilled water for various state buildings within Capitol Park.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame.

2.) Building Exterior:

- a.) Exterior Walls:** The exterior wall assembly consists of precast concrete sections attached to the structural steel frame with caulked pre-cast panel joints.
- b.) Exterior Doors:** The exterior doors are hollow metal door and frame units with deadbolts and lever locks. There is also a large roll-up door for equipment access along the west (River Road) side of the building.
- c.) Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of concrete panels and concrete block masonry at the control room.
- b.) Floor Finishes:** The floors consist primarily of exposed concrete; vinyl composition tile is utilized in the Control Room. Interior area totals for flooring are approximately the following:

Concrete:	Approx. 18,721 sq. ft.
Vinyl Composition Tile:	Approx. 451 sq. ft.

- c.) Ceiling Finishes:** The ceilings consist primarily of exposed structure with acoustical tiles in a suspended grid system in the Control Room.

HORTICULTURAL

Horticultural Information:

The limited landscaping for this facility is grass between the east and west sides of the building and the adjacent roads.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the South Central Plant.

MECHANICAL

1.) HVAC Distribution Systems:

This facility utilizes six (6) R-134A refrigerant, 1200 ton chillers to provide chilled water to various buildings in the southern portion of Capitol Park. Each chiller uses a 60 hp pump to circulate condenser water through its condenser barrel, automatic tube

brushing system and cooling tower. Three (3) 350 hp pumps with variable frequency drives circulate water through the chillers and then disperse to the buildings. A refrigerant monitor is used to detect refrigerant loss and engages thru-wall exhaust fans. The plant has a chilled water air handling unit which has electric reheat that conditions the Control Room and another that conditions the MCC and chiller areas. An air compressor supplies the automatic tube brushing systems with control air.

2.) Controls and Instrumentation:

The HVAC system is controlled by Johnson Controls Metasys DDC system.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply. Hot water is supplied by a 20 gallon electric water heater. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders.

Fixtures

The restroom consists of a floor-mounted water closet and wall-mounted countertop lavatories.

Fire Protection

Fire protection is provided by a wet pipe sprinkler system.

ELEVATORS

There is no elevator in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The South Central Plant electrical service emanates from the South power distribution station. Two (2) 13.8kv feeders supply power to dual 13.8kv, 1200amp main switches and one (1) 13.8kv, 1200amp tie switch. From the main switches, four (4) pad-mounted transformers are serviced. Two of the four transformers, which are 3000kw, 13.8kv primary and 4.2kv secondary supplies power to the facilities medium voltage switchgear. The medium voltage switchgear is housed within the facility and is comprised of a series of fuse protected switches that include two mains and one tie switch servicing the facilities chillers. The other two transformers, which are 2500kw, 13.8kv primary, 480V secondary supplies power to the main breakers and the tie switch housed within the facility. From these breakers a series of electrical motors and power distribution panels are fed, which in turn supplies power to sub-panels, step-down transformers and all branch wiring.

2.) Emergency Light and Power Systems:

The building is equipped with battery backup exit signs distributed throughout the facility.

3.) Lighting and Branch Wiring:

The interior lighting system is typically pendant mounted, HID lighting located within the chiller plant and t8 fluorescent lighting with electronic ballasts located in the office and equipment room areas. The exterior lighting is comprised of metal halide wall-pack fixtures.

4.) Communications & Security:

The building is equipped with a fire alarm system as well as data and telephone systems. There is also a card access to the parking area and CCTV system.

SECURITY STAFFING

Internal security at the South Central Plant is not provided and will NOT be included in Alternate #1 of this RFP.

Exterior security at the South Central Plant, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security at the South Central Plant will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.31 CENTRAL PLANT - NORTH

Physical Address: 1835 North Third Street, Baton Rouge, Louisiana

Gross Area: 22,500 square feet

Grounds Acreage: 1.86

Historical Classification: None

Building (SLABS) Number: 12583

Current Replacement Value: \$5,854,455

Tenant Population: Approximately 12

Occupants: Department of Public Safety (DPS Capitol Police), Office of State Buildings Operating Engineer and Department of Culture, Recreation and Tourism (Future Tenant)

Rentable Area: 20,830 square feet

No. of Floors: 2

GENERAL DESCRIPTION

This facility provides chilled water to the northern portion of Capitol Park. The building was originally constructed in 1970 and housed the Interstate School Supply Company. Acquired by the State of Louisiana in 1997, the building was renovated and adapted for its current use as a combination chilled water plant, storage facility and police station/monitoring station.

A portion of the existing 2nd floor storage area is planned to house an additional tenant, i.e. the Department of Culture, Recreation and Tourism, Division of Archaeology.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has cast-in-place concrete columns and beams and a pre-cast T-section roof structure.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of precast concrete sections attached to the structural steel frame with caulked pre-cast panel joints.

b.) Exterior Doors: The exterior doors are hollow metal door and frame units with deadbolts and lever locks. There is also a large roll-up door for equipment access along the west (River Road) side of the building.

c.) Roofing: The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drains.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of concrete panels and concrete block masonry in the Control Room.

b.) Wall Finishes: Wall finishes primarily consist of painted gypsum board and exposed structure.

- c.) **Floor Finishes:** The floors consist primarily of exposed concrete; vinyl composition tile is utilized in the Control Room. Interior area totals for flooring are approximately the following:

Carpeting:	Approx.	1,617 sq. ft.
Vinyl Composition Tile:	Approx.	5,018 sq. ft.
Concrete: (Painted/Stained)	Approx.	22,258 sq. ft.

- d.) **Ceiling Finishes:** The ceilings consist primarily of exposed structure with acoustical tiles in a suspended grid system in the Control Room.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised of limited lawn areas surrounding the front and side of the building, with landscaped beds on the east side of the building. In addition, there is an area on the north side of the building which is currently utilized to store mulch from debris chipping.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the North Central Plant.

MECHANICAL

1.) HVAC Distribution Systems:

The front (office) portion of the building is heated, cooled, and ventilated via two (2) variable air volume chilled water air handling units with VFD's that provide conditioned air to fan powered VAV boxes outfitted with electric heat strips. The rear (equipment) portion of the building is heated, cooled, and ventilated with two (2) constant volume chilled water air handling units with electric heat strips. The 2nd floor is conditioned with four (4) fan coil units with electric heat strips.

The rear (equipment) area houses three (3), R-123, 1200 ton Trane chillers and one (1) R-134-A, 1200 ton York chiller used to provide chilled water to the building's in the northern portion of Capitol Park. Each chiller uses a 75 hp pump to circulate condenser water through its condenser barrels, automatic tube brushing system and cooling tower. Three (3) 250 hp pumps with variable frequency drives circulate water through the chiller and then piped to the buildings. Refrigerant monitors are mounted on the wall and turns on the wall exhaust fan if refrigerant is detected. An air compressor is used to supply the automatic tube brushing systems with control air.

2.) Controls and Instrumentation:

The building's HVAC and central plant equipment is controlled via a Johnson Controls direct digital control system.

3.) Plumbing:

Piping

Domestic water piping of copper is supplied by the city water supply. Hot water is supplied by a 30 gallon electric water heater. The sanitary drain system consists of cast-iron and is connected to the city water system. Storm water containment and drainage consists of roof drains with internal leaders. A diesel tank for the emergency generator is located on the north side of the building.

Fixtures

The restroom consists of a wall-mounted water closets and wall-mounted lavatories. In addition, wall-mounted urinals are installed in the men's rooms. The restroom plumbing fixtures consist of either vitreous china or porcelain. The building is equipped with a wall-mounted drinking fountain.

Fire Protection

The building is protected by a wet sprinkler system and hand-held fire extinguishers.

ELEVATORS

There is no elevator in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The North Central Plant electrical service emanates from the adjacent North Power Distribution Station (located south of the building). Four (4) 13.8kv feeders supply power to four (4) pad-mounted transformers. Two (2) of these transformers are 5000kw, 13.8kv primary and 4.2kv secondary and supply power to the facilities medium voltage switchgear. The medium voltage switchgear is housed within the facility and is comprised of a series of fuse protected switches including two mains and one tie switch servicing the facilities chillers. The remaining two (2) transformers are 3000kw, 13.8kv primary, 480V secondary supply power to the main breakers and the tie switch housed within the facility. From these breakers, a series of power distribution panels are fed, which in turn supply power to sub-panels, step-down transformers and all branch wiring.

2.) Emergency Light and Power Systems:

The building is equipped with exit signs throughout the building. The facility is provided with a 125kw, 3-phase, 277/480V generator, which supplies power to the emergency systems and DPS offices and equipment. A 250 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

The interior lighting system is typically surface mounted, recessed and parabolic lens fixtures with T8 fluorescent lighting with electronic ballasts in the office and equipment room areas. The lighting in the equipment areas are mainly comprised of HID bay lighting with limited fluorescent fixtures. The exterior lighting consists of wall-mounted mercury vapor and pole lighting.

4.) Communications & Security:

The building is equipped with a fire alarm system as well as data and telephone systems. There are CCTV cameras as well as a card access system.

SECURITY STAFFING

Internal security at the North Central Plant is not provided and will NOT be included in Alternate #1 of this RFP.

Exterior security at the North Central Plant, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security at the South Central Plant will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.32 SHAW CENTER CENTRAL PLANT

Physical Address: 235 Convention Street, Baton Rouge, Louisiana

Gross Area: 5,063 square feet

Rentable Area: 4,863 square feet

Grounds Acreage: .91

No. of Floors: 1

Historical Classification: None

Building (SLABS) Number 14178

Current Replacement Value: \$5,001,329

Tenant Population: 1

Occupants: No full-time tenants, facility houses a Control Room for OSB staffing

GENERAL DESCRIPTION

This facility houses the various mechanical and electrical equipment utilized to produce chilled water for the Shaw Center, which is located across Convention Street from this Central Plant.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building consists of concrete masonry units (CMU) walls with a pre-cast concrete roof.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of CMU with applied stucco.

b.) Exterior Windows: The windows consist of steel framed units with singled paned glazing.

c.) Exterior Doors: Doors are hollow metal door and frame units with panic bar hardware, deadbolts and lever locks.

d.) Roofing: The roof system consists of modified bitumen sheets with a granular surfacing on the cap sheet and sheet metal coping.

3.) Building Interior:

a.) Partitions: Interior walls consist of gypsum wallboard on metal stud walls.

b.) Floor Finishes: The floors primarily consist of unfinished concrete.

c.) Ceiling Finishes: The exposed pre-cast roof comprises the interior ceilings.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is limited to the single tree well on Convention Street.

Refer to Exhibit 1 – Aerial Photograph of Downtown Baton Rouge, which shows the limits of the related grounds of the Shaw Central Plant.

MECHANICAL

1.) HVAC Distribution Systems:

The Shaw Central Plant utilizes three (3) 500 ton chillers to provide the chilled water for the Shaw Center. Each chiller uses a 15 hp pump to circulate water through its chiller barrels and a 30 hp pump to circulate water through its condenser barrels and cooling tower located atop the Shaw Central Plant roof. Chilled water is pumped from the plant and distributed throughout the Shaw Center to the AHU chilled water coils via two (2) 60 hp pad-mounted centrifugal pumps with VFD's. Heat is provided to the Shaw Center via water heated by three (3) 2,000,000 BTU Laars Boilers and distributed to the reheat coils by two (2) 25 hp pumps. The Plant houses a skid-mount packaged pumping system that supplies domestic water to the Shaw Center. A refrigerant monitor is mounted on the wall and turns on the six (6) exhaust fans located on the roof if refrigerant is detected. The plant has a chilled/hot water AHU that conditions the Control Room, a chilled water fan coil unit for the MCC room and a hot water heater for the mop sink.

2.) Controls and Instrumentation:

The HVAC systems are controlled via a Siemens direct digital controls system.

3.) Plumbing:

Piping

Gas is piped to the 2nd floor mezzanine above the control room of the building to feed three (3) 3,000,000 BTU/Hr output hot water boiler. This hot water is then supplied to the building via two (2) 20 hp pad-mounted pumps for heating purposes. Domestic water piping of copper is supplied by the city water supply. The water is then boosted via a duplex skid-mount booster pump system with two (2) 7.5 hp pumps to feed the Shaw Center. Hot water is supplied by a 20 gallon water heater. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal leaders. A diesel tank is provided for the emergency generator.

Fixtures

The restroom consists of a wall-mounted water closet and wall-mounted lavatory.

Fire Protection

The building is protected by a wet sprinkler and hand-held fire extinguishers.

ELEVATORS

There is no elevator in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The Shaw Central Plant electrical service emanates from two (2) 13.8kv feeders supplied by Entergy. The feeders are housed within a 13.8kv switching station. Two (2) fusible, 600A, 13.8kv main switches feed two (2) 600A, 13.8kv branch switches which supply all electrical service to both the Shaw Central Plant as well as the Shaw Center. The branch switches feed the Shaw Central Plant as follows:

The 600A, 13.8kv branch switch feeds a 13.8kv primary, 480V secondary, 1500kva transformer. The transformer supplies power to a 277/480V switchboard which in turn feeds one (1) 1200A and two (2) 800A, 277/480V distribution panels. The distribution panels feed all 277/480V equipment, including all chillers and step-down transformers that in turn supply 120/208V power to all sub-panels and branch circuits.

2.) Emergency Light and Power Systems:

A 750kw, 277/480V generator provides power for the Shaw Central Plant emergency system and is located on the north side of the facility. A 1,400 gallon above-ground diesel storage tank supplies the needed fuel for this generator. The diesel fuel is treated each time fuel is added to the generator according to the amount of fuel added.

The 225A, 277/480V ATS is located in the facility's main electrical room. The ATS supplies power to essential systems such as various controls as well as emergency and exit lighting to provide a means of egress and illumination.

3.) Lighting and Branch Wiring:

The interior and exterior lighting is comprised mainly of HID and wall-pak lighting with some T8 fluorescent lighting.

4.) Communications & Security:

The building does not have a fire alarm system. There is a data and telephone system.

SECURITY STAFFING

Internal security at the Shaw Central Plant is not provided and will NOT be included in Alternate #1 of this RFP.

Exterior security at the Shaw Central Plant, including surrounding grounds/parking lots is provided by DPS Police as part of their Capitol Park patrol.

Only exterior security at the Shaw Central Plant will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.33 STATE SUPREME COURT

Physical Address: 400 Royal Street, New Orleans, Louisiana

Gross Area: 210,000 square feet

Rentable Area: 182,916 square feet

Grounds Acreage: 1.52

No. of Floors: 5 (4 plus basement)

Historical Classification: Located in the Vieux Carre Historic District, and eligible for inclusion on the National Register of Historic Places

Building (SLABS) Number: 00364

Current Replacement Value: \$50,211,386

Tenant Population: Approximately 190

Occupants: Supreme Court, 4th Circuit Court of Appeal

GENERAL DESCRIPTION

This ornate facility, located in the famous French Quarter of New Orleans, was originally constructed in 1910 and housed various courts as well as city and state agencies. This unique facility fell into disrepair and eventually condemned in 1935. Extensive repairs were implemented and the facility was re-occupied with multiple tenants until the development of the present Civic Center Complex in the 1950's, when a large majority of the tenants relocated. The facility again deteriorated from neglect until the 1990's, when the Supreme Court was able to fulfill its desire to have the facility restored to its original glory. The facility was completely restored and occupied again by the State Supreme Court in 2004.

The building, constructed in the Beaux Arts style, is faced with Georgia marble on the first two stories and terra cotta on the upper two stories with extensive detailing and windows. At the time of construction, the facility was believed to be fireproof.

For additional information, refer to the FPC Facility Management Program online at:
<http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab, brick and concrete spread footings over driven piles.

Superstructure: The building has structural concrete columns and beams.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of stone, painted brick in the basement with stud walls and insulation and applied gypsum. Several areas incorporate plaster.
- b.) **Exterior Doors:** The main entry doors are raised wood panel units. Hardware is exit panic devices and lever locks. Remaining exterior doors are solid core wood door and frame units with deadbolts and lever locks.
- c.) **Roofing:** The roof system consists of polyurethane sprayed foam. The perimeter roof overhang is standing seam copper.

3.) Building Interior:

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard and plaster on metal and wood stud walls.
- b.) **Floor Finishes:** The floors consist primarily of stone in the lobbies and public corridors with carpeting utilized extensively in office areas. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 106,434 sq. ft.
Marble:	Approx. 31,938 sq. ft.
Vinyl Composition Tile:	Approx. 8,418 sq. ft.
Concrete:	Approx. 40,449 sq. ft.
Ceramic Tile:	Approx. 674 sq. ft.

- c.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies, suspended gypsum ceilings and suspended plaster. Exterior ceilings primarily consist of applied exterior stucco.

HORTICULTURAL

Horticultural Information:

The facility comprises a city block within the French Quarter. While there is extensive paving surrounding the facility, there is also intensive semi-tropical plantings utilized in the available landscaped areas. In addition to large southern magnolia trees, the site incorporates various palm trees and ginger to reinforce the tropical effect. The site also incorporates an ornate wrought iron fence, within which occurs the labor intensive landscaping.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for heating and cooling is distributed through the building by ductwork and ceiling diffusers. Common roof-mounted up-blast exhaust fans serve multiple bathrooms. A side-wall exhaust type ventilation fan serves the basement mechanical room. Cooling is provided by two (2) 500 ton chillers manufactured by Trane and distributes chilled water with one (1) 40 hp pump on the primary loop and one (1) 40 hp pump on the secondary loop. The chillers are cooled by one (1) 40 hp pump moving water from two (2) BAC cooling towers.

The building is equipped with a gas fired 4,500 BTU/hr boiler shell and tube to heat water for VAV boxes throughout the building.

2.) Terminal & Packaged Units:

The first floor has two data rooms that have two (2) Liebert units each with a total of four (4) condensers on the roof. The third floor data room has two (2) Liebert units with two (2) condensers on the roof.

The first floor has three (3) 3 ton American Standard units inside with the condensers outside for emergency backup in the Monitoring Station and first floor data rooms.

3.) Controls and Instrumentation:

The HVAC system is primarily controlled by a Siemens DDC Building Automation System, thermostats and VAV boxes. VFD controls are utilized for primary functions of the equipment such as start and stop mode.

4.) Plumbing:

Piping

The domestic water piping consists of both copper and galvanized steel. The domestic water is supplied by the city. The sanitary drain system primarily consists of cast-iron

and is connected to the city sewer system. Domestic hot water is produced by multiple 125 gallon electric water heaters. Storm water containment and drainage consists of roof drains with internal leaders.

Fixtures

The building contains multiple gang-style restrooms. The restrooms consist of floor-mounted water closets and wall-mounted lavatories. In addition, wall-mounted urinals are installed in men's rooms. Lounges throughout the building are equipped with stainless steel counter mount sinks. The building is equipped with wall-mounted drinking fountains and floor-mounted janitorial sinks.

Fire Protection

The building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 1,000 gallon per minute electric driven fire pump and an additional jockey pump to maintain sufficient proper water pressure in the system. In addition, hand-held ABC type fire extinguishers are located throughout the building.

ELEVATORS

The facility has a total of four (4) 208/480V, 3-phase elevators. Two (2) passenger elevators have a 3,500 lb. capacity with 4 stops. One (1) passenger elevator, utilized by the judges, has a 2,400 lb. capacity with 5 stops. The freight elevator has a capacity of 4,500 lbs. with 5 stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service is provided by Entergy transformers installed in an underground vault owned by the local utility company. Feeders run from these transformers to the main switchboard rated at 5000amps, 277/480V, 3-phase, 4 wire system. The main switchboard supplies power to secondary switchboards, step-down transformers, motor control centers, general load, lighting and miscellaneous needs for the building. A separate utility service is provided for the fire pump system.

2.) Emergency Light and Power Systems:

The building is equipped with exit signs and standard lighting fixtures connected to a separate circuit for emergency lighting. Emergency back-up power is provided by an emergency generator rated at 300kW installed outside the building. This generator uses Bio-Fuel (natural gas and diesel combined) to supply fuel to this generator. A 1,100 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting is typically recessed mounted fluorescent fixtures, 2 x 2 and 2 x 4 with acrylic or parabolic diffusers, T8 lamps and electronic ballasts. Decorative, surface mounted as well as pendant and down-light fixtures are installed in corridors, lobbies and courtrooms. Surface-mounted, 1 x 4 fluorescent fixtures with T8 lamps and electronic ballasts are installed in mechanical rooms and secondary areas. Exterior lighting is provided by wall-mounted and pole mounted antique decorative fixtures with globes and fluorescent lamps installed at building entrances and for site illumination.

4.) Communications & Security:

The building has a fire alarm system installed that includes a control panel, annunciator, pull stations, detectors and notification devices distributed throughout the facility. The building is equipped with telephone, data and CATV systems. Security is provided by a main guard station with metal detectors at the main entrance, a CCTV system and access control system with proximity card sensors distributed throughout the facility.

SECURITY STAFFING

Both internal security and exterior security staffing at the State Supreme Court is provided by the Court Security and will NOT be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.34 HARVEY STATE OFFICE BUILDING

Physical Address: 2150 West Bank Expressway, Harvey, Louisiana

Gross Area: 125,720 square feet

Rentable Area: 118,733 square feet

Grounds Acreage: 6.2

No. of Floors: 7

Historical Classification: None

Building (SLABS) Number: 09734

Current Replacement Value: \$19,662,137

Tenant Population: Approximately 317

Occupants: Department of Public Safety and Corrections – Office of Motor Vehicles and Division of Probation and Parole, Department of Health and Hospitals, and Department of Social Services.

GENERAL DESCRIPTION

This facility, completed in 1973 was originally the home office of the Harvey Oil Company. The State of Louisiana purchased and renovated the building in 1991 for occupancy in 1992. Renovations at the time included the complete rebuilding of the interior spaces as well as building-wide asbestos abatement. Some asbestos remains in inaccessible locations, specifically on the exterior side of the exterior wall steel beams. This area has been fully encapsulated to insure the asbestos does not become friable into any areas.

The facility sustained major damages resulting from Hurricane Katrina, however all required repairs will have been completed prior to the scheduled issuance of a contract for facility maintenance services.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of exposed aggregate panels, aluminum and glass window walls, cavity space, and gypsum wall assembly with insulation.
- b.) **Exterior Windows:** The windows consist of aluminum framed units with single pane glazing.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

- a.) Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud walls.
- b.) Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tile in restrooms.
- c.) Floor Finishes:** The floors consist primarily of carpeting with limited use of brick on the first floor and vinyl composition tile in select areas.

Carpeting:	Approx. 84,682 sq. ft
Vinyl Composition Tile:	Approx. 22,201 sq. ft.
Concrete: (Painted/Stained)	Approx. 4,739 sq. ft.
Brick	Approx. 3,376 sq. ft.

- d.) Ceiling Finishes:** Interior ceiling primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceiling are in several common areas.

HORTICULTURAL

Horticultural Information:

The site for the Harvey State Office Building is expansive, comprised primarily of paving surrounding the perimeter with stand alone planters, approximately 28 or these, providing color. There is limited landscaping, typically immature oak trees between parking aisles.

A portion of the property, beyond the rear parking lot and chain link fencing requires periodic mowing.

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for heating and cooling is distributed throughout the building by ductwork and ceiling diffusers. Common roof-mounted up-blast exhaust fans serve multiple bathrooms. A side-wall propeller type ventilation fan serves the penthouse mechanical room. Cooling is provided by two (2) 320 ton Trane chillers and distributes chilled water with two (2) 15 hp pumps. The chillers are cooled by two (2) 15 hp pumps moving water from two (2) Marley cooling towers.

The building is heated by a re-heat system containing electric heat strips located downstream of fan forced VAV boxes.

2.) Terminal & Packaged Units:

In the elevator control room, located in the roof penthouse, a 5,000 BTU window unit is utilized for temperature control.

3.) Controls and Instrumentation:

The HVAC equipment is primarily controlled with a Johnson Controls DDC front end. A duplex Quincy air compressor skid with storage tank and dryer is located in the penthouse and supplies air to all pneumatic controls being used throughout the building.

4.) Plumbing:

Piping

Domestic water piping consists of both copper and galvanized steel. The domestic water is supplied by the city. The sanitary drain system primarily consists of cast-iron and is connected to the city sewer system. Domestic hot water is produced by a 119 gallon electric water heater. Storm water containment and drainage consists of roof drains with internal leaders.

Fixtures

The building contains multiple gang-style restrooms. The restrooms consist of floor-mounted water closets and wall-mounted lavatories. In addition, wall-mounted urinals are installed in men's rooms. Lounges throughout the building are equipped with stainless steel counter mount sinks, a portion of which contain 6 gallon water heaters. The building is equipped with wall-mounted drinking fountains and wall-mounted janitorial sinks.

Fire Protection

The building is equipped with automatic fire suppression sprinklers. The sprinkler system is supplied by a 1,000 gallon per minute electric driven fire pump and an additional jockey pump to maintain proper water pressure in the system. The building is also equipped with hand-held ABC type fire extinguishers located throughout the building.

ELEVATORS

The building has three (3), 208/480V traction passenger elevators with 2,500 lb. capacity each. All elevators have 7 stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The local utility provider, Entergy, provides the electrical service to this facility from an overhead drop to an exterior pad-mounted transformer located at the northwest corner of the building. The transformer is rated at 277/480V and is owned by Entergy with no accessibility. The power service enters the building through underground conduits via the Entergy owned metering cabinet mounted on the transformer and the main switchboard rated at frame size 2500amp and 277/480V, 3-phase, 4 wire located in the first floor main electrical room. The main switchboard is equipped with service disconnect breakers that supply power to several smaller distribution panels directly or through 480/120/208V stepping down distribution transformers, automatic transfer switch (ATS) and disconnects located throughout the building, including the rooftop. These electrical panels, rated at 175 to 225amps, either 480 or 120/208V with 20 or 42 circuit breaker panels for general power load, telecommunications equipment, computer, lighting, control panels and mechanical equipment services. The disconnect switches provide the service isolation to chillers, rooftop air handling units, traction elevators and other mechanical equipment. All of the switchboard, panels and disconnects are manufactured by Square D.

2.) Emergency Light and Power Systems:

Emergency power is supplied to the building by an Onan powered generator mounted on a pad with a 200 gallon sub-base fuel holding tank located on the north side of the building. This generator is rated at 150kw. The emergency power system consists of an automatic transfer switch (ATS), a generator distribution panel with circuit breakers, transformer, self-contained batteries and louver located inside the maintenance building. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

Emergency power is distributed for lighting, elevators and emergency systems. Exit signs, illuminated with incandescent bulbs are provided to indicate exits. Dedicated UPS equipment for computer equipment, data and communication equipment is also provided.

3.) Lighting and Branch Wiring:

General illumination is provided by 2 x 4, 2 lamp fluorescent fixtures with glare stop acrylic lenses mounted in suspended ceiling systems for the general offices, restrooms and administrative areas. Lighting in the mechanical room is provided by strip fluorescent fixtures or by wrap-around lens fixtures. Most of the fluorescent fixtures are equipped with T8 lamps and electronic ballasts.

4.) Communications & Security:

Cameras are strategically located both inside and outside the building for security monitoring and card key accessibility. The fire alarm system is provided by Simplex 4100 for the building fire events and notification and monitoring purposes. There is also a card access system for this facility.

SECURITY STAFFING

Internal security for the Harvey State Office Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol Police officers and contracted private security personnel.

Exterior security at the Harvey State Office Building, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.35 BRANDYWINE STATE OFFICE BUILDINGS

Physical Address: 825 Kaliste Saloom Road, Lafayette, Louisiana

Gross Area: 92,238 square feet (Brandywine III – 38,159, Brandywine VI – 54,079)

Rentable Area: 89,416 square feet (Brandywine III – 35,644, Brandywine VI – 53,772)

Grounds Acreage: 5.6

No. of Floors: Brandywine III – 2 Floors

Brandywine VI – 2 Floors

Historical Classification: None

Building (SLABS) Number: 09672 (Brandywine III) and 09673 (Brandywine VI)

Current Replacement Value: \$3,263,726 (Brandywine III) \$6,315,362 (Brandywine VI)

Tenant Population: Approximately 284 (Brandywine III – 123, Brandywine VI – 161)

Occupants: Department of Health & Hospitals, Office of Risk Management, Department of Social Services, Department of Natural Resources, Department of Revenue and Rehabilitation Services Concession

GENERAL DESCRIPTION

These two (2) building's, constructed in 1981 and acquired by the State of Louisiana in 1991 house administrative and business offices for various state agencies. Both facilities

have exterior reflective glass curtain wall exterior facades with a central atrium where elevators, security desks and central stairways are located.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The buildings have a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The buildings have a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assemblies for these buildings consist of window walls, cavity space, an metal stud assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows for these buildings consist of aluminum framed units.

c.) Exterior Doors: The exterior doors for these buildings primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

d.) Roofing: The roof system for these building's consist of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

a.) Partitions: Interior walls for these buildings consist primarily of gypsum wallboard with ceramic tile in the restrooms. Wood wainscoting is used in larger conference rooms.

b.) Floor Finishes: The flooring for these buildings primarily consist of carpeting with various other materials on a limited basis. Interior area totals for flooring are approximately the following:

Brandywine III
Carpeting:

Approx. 28,710 sq. ft

Slate:	Approx.	1,054 sq. ft.
Vinyl Composition Tile:	Approx.	1,088 sq. ft.
Ceramic Tile:	Approx.	2,426 sq. ft.
Concrete: (Painted/Stained)	Approx.	1,502 sq. ft.
Wood	Approx.	214 sq. ft.

Brandywine VI

Carpeting:	Approx.	30,168 sq. ft.
Vinyl Composition Tile:	Approx.	8,826 sq. ft.
Ceramic Tile:	Approx.	1,988 sq. ft.
Concrete: (Painted/Stained)	Approx.	2,503 sq. ft.

- c.) **Ceiling Finishes:** Interior ceilings for these buildings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are utilized in several common areas.

HORTICULTURAL

Horticultural Information:

There is a considerable amount of landscaping surrounding these facilities. The landscaping items include lawn areas (St. Augustine sod) as well as various trees, groundcovers, roses and annual beds.

MECHANICAL

1.) HVAC Distribution Systems:

The buildings are cooled, heated and ventilated by variable air volume (VAV) handling units. There is one unit per floor in both facilities. Conditioned air for heating and cooling is distributed throughout the buildings by ductwork and ceiling diffusers. Variable air volume boxes with electric heat strips are controlled by pneumatic thermostats to regulate space temperatures. Cooling for both facilities is provided by two (2) McQuay chillers using two (2) 10 hp chilled water pumps to circulate water to the chilled water coils in the AHU's. Both facilities use two (2) 7.5 hp condenser water pumps to circulate water through the chiller condenser barrels and cooling towers. A common exhaust fan for each building is located on the roof to provide ventilation for the restrooms.

2.) Controls and Instrumentation:

The buildings are controlled by a Johnson Controls Direct Digital Control (DDC) front end with pneumatic actuators and thermostats. A duplex air compressor and storage tank supplies pneumatic air throughout the buildings.

3.) Plumbing:

Piping

Domestic water piping is provided by the city water system via pvc piping. Sewer is also provided by the city sewer system and comprised of pvc piping. There is no gas at either of these buildings.

Fixtures

The building contains multiple gang-type restrooms consisting of floor-mounted water closets and wall-mounted lavatories. In addition, wall-mounted urinals are installed in men's rooms. Fixtures are either vitreous china or porcelain.

Fire Protection

Fire protection is provided in the lobby areas and mechanical rooms only in both facilities. The sprinkler system is supplied by city water pressure. There are no fire pumps. In addition, the facilities are provided with hand-held ABC fire extinguishers located throughout the buildings.

ELEVATORS

The buildings have three (3), 208/480V hydraulic elevators, two (2) at Brandywine VI and one (1) at Brandywine III. All three have a 2,500 lb. capacity with three (3) stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

Brandywine III

The power service for this building is provided by Lafayette Utilities to transformers located on State property. Feeders run from these transformers to the main switchboard located in the first floor fan room and rated at 1200 Amps, 277/480V in a 3-phase, 4-wire system. The main switchboard supplies power to secondary switchboards, step-down transformers, motor control centers, general load, lighting and miscellaneous needs of the building in panels located in the same room as well as downstream panels located throughout the facility.

Brandywine VI

The power service for this building is provided by Lafayette Utilities to transformers located on State property. Feeders run from these transformers to the main switchboard located in the first floor fan rooms and rated at 1400 Amps, 277/480V in a 3-phase, 4-wire system. The main switchboard supplies power to secondary switchboards, step-down transformers, motor control centers, general load, lighting and miscellaneous needs of the building in panels located in the same room as well as downstream panels located throughout the facility.

2.) Emergency Light and Power Systems:

The buildings are equipped with exit signs and standard lighting fixtures connected to a separate circuit for emergency lighting.

3.) Lighting and Branch Wiring:

Interior lighting for these facilities is typically recessed mounted fluorescent fixtures, 2 x 2 and 2 x 4 with acrylic or parabolic diffusers, T8 lamps and electronic ballasts. Decorative, surface-mounted, pendant and down-light fixtures with compact fluorescent and HID lamps are installed in corridors and lobbies. Surface mounted 1 x 4 fluorescent fixtures with T8 lamps and electronic ballasts are installed in mechanical rooms. Exterior lighting is provided by pole lighting that are 100 watt and 400 watt HID fixtures. Fixtures with globes and fluorescent lamps are installed at the entrances of the buildings.

4.) Communications & Security:

The buildings have a fire alarm system installed that includes a control panel, annunciator, pull stations, detectors, and notification devices distributed throughout the facilities. The buildings also have a card access system.

SECURITY STAFFING

Internal security for the Brandywine State Office Buildings is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol Police officers and contracted private security personnel.

Exterior security at the Brandywine State Office Buildings, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.36 ALEXANDRIA STATE OFFICE BUILDING

Physical Address: 900 Murray Street, Alexandria, Louisiana

Gross Area: 73,470 square feet
Grounds Acreage: 4.04

Rentable Area: 71,894 square feet
No. of Floors: 2

Historical Classification: None

Building (SLABS) Number: 06489

Current Replacement Value: \$8,204,988

Tenant Population: Approximately 227

Occupants: Department of Social Services, Department of Revenue, State Treasury/Office of Employee Group Benefits

GENERAL DESCRIPTION

This Alexandria State Office Building was constructed by the State of Louisiana in 1971 for its current purpose of housing various regional state offices to serve the population of Alexandria and surrounding communities. The building is basically a square footprint, with about one quarter of the first floor utilized as a covered parking area for designated employees. The first floor also contains a large main lobby off the main entrance as well as a snack shop for both visitors and employees.

A major \$2.5 million renovation was completed in 2004, which included major improvements to the HVAC system and its controls, ADA accessibility, structural slab repairs and upgrading the interior finishes.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

- a.) **Exterior Walls:** The exterior wall assembly consists of window walls, concrete columns and beams, brick veneer, cavity space, and metal stud wall assembly with insulation and applied gypsum.
- b.) **Exterior Windows:** The windows for this building consists of aluminum framed units.
- c.) **Exterior Doors:** The exterior doors for this building primarily consists of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls for the building consist of gypsum wallboard on metal stud wall panels.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard with ceramic tile in restrooms.
- c.) **Floor Finishes:** The flooring for the building primarily consist of carpeting with various other materials on a limited basis. Interior area totals for flooring are approximately the following:

Carpeting:	Approx.	57,774 sq. ft.
Terrazzo:	Approx.	5,678 sq. ft.
Vinyl Composition Tile:	Approx.	2,164 sq. ft.
Ceramic Tile:	Approx.	833 sq. ft.
Concrete: (Painted/Stained)	Approx.	2,013 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings are in several common areas.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is comprised of lawns, landscaping and pavement around the perimeter walls of the facility. In addition, visitor and employee paved parking is located on State-owned property across from the front (Murray Street) of the building, as well as the rear and at areas adjacent to Interstate I-49. Note that the area at the interstate is shared via an agreement between the Office of State Buildings and Department of Transportation and Development (DOTD). As a part of this agreement, the Office of State Buildings is responsible for the needed lawn services, therefore this will be a part of the FMP responsibility

MECHANICAL

1.) HVAC Distribution Systems:

Conditioned air for heating and cooling is distributed throughout the building via the ductwork and ceiling registers via eleven (11) air handling units with VAV boxes. Two (2) York packaged reciprocating chillers with two (2) compressors each provide for a single common chilled water system with circulation provided by two (2) 15 hp circulating chilled water pumps. The four (4) compressors on the two chillers alternate as the load demands. Two (2) "Tri-Thermal", 290 gpm cooling towers and two (2) 10 hp condenser circulation pumps provide for a separate condenser water system for each chiller. Two (2) "Lochinvar" boilers, with four (4) burners each,

provide for a single common boiler hot water system with circulation provided by two (2) 5 hp circulation hot water pumps. Located on the roof are five (5) fresh air fans supplying outside air to the AHU's and eight (8) exhaust fans providing ventilation for the restrooms.

2.) Controls and Instrumentation:

The building HVAC equipment is controlled by a combination of pneumatic and "Johnson Controls" direct digital controls.

3.) Plumbing:

Piping

The building is supplied natural gas from the city via a 2 ½" galvanized pipe to the boilers. Domestic water, supplied by the city is distributed throughout the building via copper piping. The sanitary drain system consists of cast-iron and is connected to the city sewer system.

Fixtures

The restrooms have vitreous china fixtures consisting of wall-mounted lavatories and floor-mounted tank type water closets. The kitchen/break areas have stainless steel sinks. Drinking fountains are provided at several locations throughout the building.

Fire Protection

The building is equipped with recessed hand-held ABC type fire extinguishers located throughout the building and is monitored by a fire alarm system panel via duct detectors located in the HVAC system.

ELEVATORS

The building has two (2) passenger type, 208/480V elevators. Each elevator has a 2,500 lb. capacity with 2 stops each. One elevator is a "MECO" traction elevator and the other is a "Vertex" hydraulic elevator.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service emanates from the City of Alexandria pad-mounted transformer that supplies 120/208V power to a 3000A main switchboard located in the building's main electrical room. All main circuit breakers are located within the main switchboard. From the switchboard, several sub-panels are fed dispersing power to all equipment, devices and lighting throughout the building.

2.) Emergency Light and Power Systems:

The building is equipped with a 25kw, 120/208V emergency generator for the emergency system, including exit lights and emergency illumination for egress. A 300 gallon above-ground diesel storage tank supplies the needed fuel to the generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added.

3.) Lighting and Branch Wiring:

Interior lighting consists of surface mounted fluorescent, parabolic fixtures with T8 lamps and electronic ballasts. Exterior lighting consists of incandescent and compact fluorescent fixtures.

4.) Communications & Security:

The building has a fire alarm system that includes a control panel, annunciator, pull stations, detectors and notification devices located throughout the facility. There is a card access system along with data and telephone system. There is a CCTV system which monitors both inside and outside locations.

SECURITY STAFFING

Internal security for the Alexandria State Office Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol police officers and contracted private security personnel.

Exterior security at the Alexandria State Office Building, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.37 MONROE STATE OFFICE BUILDING

Physical Address: 122 St. John Street, Monroe, Louisiana

Gross Area: 102,620 square feet

Grounds Acreage: 0.9

Rentable Area: 87,095 square feet

No. of Floors: 7 (6 plus Basement)

Historical Classification: Resides in the Downtown Monroe District (Listed in the National Register of Historic Places). The building itself is not included, but is eligible for inclusion in the National Register of Historic Places.

Building (SLABS) Number: 08860

Current Replacement Value: \$14,009,111

Tenant Population: Approximately 226

Occupants: Department of Health and Hospitals, Department of Social Services, Department of Revenue, Department of Public Safety and Corrections, Office of Risk Management, Department of Natural Resources, Office of Alcohol and Tobacco Control, and Ouchita Parish Registrar of Voter.

GENERAL DESCRIPTION

This facility, originally constructed in 1925, was originally a hotel (Hotel Virginia). The original design incorporated a great ballroom on the uppermost level of the building along with an adjacent terrace.

The State of Louisiana acquired the property in 1962, with various modifications undertaken over the years. The current facility is under consideration to implement a major renovation to address various building system upgrades as well as interior finishes upgrade.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of metal panels, stone panels, brick veneer, cavity space, and metal stud wall assembly with insulation applied gypsum.

b.) Exterior Windows: The windows consist of aluminum framed units.

c.) Exterior Doors: The main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete, over 1 ½" metal deck welded to bar joists, asphalt shingles and metal roof panels.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud wall panels.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, plaster in certain location, and ceramic tile in restrooms.
- c.) **Floor Finishes:** The floors consists primarily of vinyl composition tile and carpeting, with limited use of other materials. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 21,785 sq. ft
Terrazzo:	Approx. 2,194 sq. ft.
Vinyl Composition Tile:	Approx. 47,555 sq. ft.
Ceramic Tile:	Approx. 1,570 sq. ft.
Concrete: (Painted/Stained)	Approx. 4,684 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings primarily consist of suspended acoustical panel assemblies. Suspended gypsum ceilings and plaster ceilings are in several common areas.

HORTICULTURAL

Horticultural Information:

The landscaping is non-existent for this facility with sidewalks and parking lots comprising the perimeter of the building.

MECHANICAL

1.) **HVAC Distribution Systems:**

Conditioned air for heating and cooling for floors 1 thru 4 is distributed by a combination of air handling and fan coil units located throughout each floor. The 5th floor is heated and cooled via multiple chilled water variable air volume air handling units that use ductwork to supply conditioned air to VAV boxes with electric heat strips located throughout the floor. The facility uses a two (2) pipe hot/cold water piping distribution system to supply hot or cold water to the air handling and fan coil units. When in heating mode, water is circulated via two (2) 30 hp base-mounted centrifugal pumps through the two (2) chillers and then throughout the building to the

air units. When in cooling mode, water is circulated via two (2) 15 hp base-mounted centrifugal pumps through two (2) “Laars Hydronic” boilers and then throughout the building to the air units. Two (2) 30 hp centrifugal pumps circulate water through the chiller condenser barrels and then through the cooling tower located on the roof. The restrooms are ventilated by common roof mount up-blast exhaust fans serving multiple restrooms.

2.) Controls and Instrumentation:

The HVAC system is controlled via local electric thermostats and actuators.

3.) Plumbing:

Piping

Domestic water is supplied by the city and distributed throughout the building via copper piping. The sanitary drain system consists of cast-iron and is connected to the city sewer system. Storm water containment and drainage consists of roof drains with internal cast-iron piping draining into the city sewer system. Domestic hot water is produced by one (1) 50 gallon electric water heater. A 4 inch galvanized pipe is utilized to supply the building boiler with natural gas and is metered at the building.

Fixtures

The building contains multiple gang-style restrooms. The restrooms consist of floor-mounted water closets and wall-mounted lavatories and urinals. The fixtures consist of vitreous china or porcelain. The building is also equipped with multiple wall-mounted drinking fountains and wall-mounted cast-iron janitorial sinks.

Fire Protection

The building is equipped with an automatic fire suppression sprinkler system with a fire alarm panel and monitors pull stations throughout the building as well as sprinkler pump, multiple smoke detectors and equipped with strobes and audible alarms. The building is also equipped with hand-held ABC type fire extinguishers.

ELEVATORS

The building has three (3), 208/480V traction elevators. Each elevator has a 2,000 lb. capacity with six (6) stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service emanates from the local utility provider, Entergy, to a pad-mounted transformer which supplies power at 480V to a main electrical switchboard, rated at 1600A and located in the sub-basement of the building.

Power is distributed to motor control centers and distribution panel boards at 480V to supply building equipment on all levels of the building. Power at 120/208V is supplied to panel boards on all levels for lighting and tenant needs.

2.) Emergency Light and Power Systems:

There is no backup generator for this facility. Battery backup emergency and exit lights are located throughout the building.

3.) Lighting and Branch Wiring:

Interior lighting is generally provided by fluorescent fixtures equipped with T12 lamps and magnetic ballasts. Exterior lighting is provided by under canopy recessed fixtures, as well as wall and roof-mounted HID fixtures.

4.) Communications & Security:

The building has an addressable fire alarm system which monitors fire alarm devices located throughout the building. Manual pull stations, smoke and heat detectors, duct mounted smoke detectors and sprinkler flow switches initiate an alarm condition. Alarm conditions are signaled by audible visual alarm devices and annunciator panel located in the Building Manager's office on the 1st floor. Telephone and data services are distributed throughout the building. The building security is provided by security cameras and monitored from the Lobby security desk. Intrusion alarms are also provided in selected areas to monitor entrance doors. There is also a card access system in this facility.

SECURITY STAFFING

Internal security for the Monroe State Office Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol Police officers and contracted private security personnel.

Exterior security at the Monroe State Office Building, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.38 SHREVEPORT STATE OFFICE BUILDING

Physical Address: 1525 Fairfield Avenue, Shreveport, Louisiana

Gross Area: 210,622 square feet

Rentable Area: 182,746 square feet

Grounds Acreage: 6.3

No. of Floors: 12 (11 plus basement)

Historical Classification: None

Building (SLABS) Number: 07497

Current Replacement Value: \$24,888,777

Tenant Population: Approximately 390

Occupants: Department of Environmental Quality, Department of Health and Hospitals, Department of Natural Resources, Department of Social Services, Department of Public Safety and Corrections, Department of Revenue, State Employees Credit Union, Governor's Office of Disability Affairs and Elderly Affairs, Office of Group Benefits, and Office of Risk Management.

GENERAL DESCRIPTION

The Shreveport State Office Building was built in two phases, with the first wing completed in 1940. The Art Deco architectural style facility was the local headquarters for the United Gas Company. The second wing, perpendicular to the original facility, was completed in 1953 for the same company.

The floors from the basement through the 7th floor are t-shaped, with circulation via a corridor down the center of each wing with mostly private hard wall offices on either side. The remaining three floors are rectangular with internal circulation also running down the center.

Upon acquisition by the State of Louisiana in 1975, the facility was re-named to become the Mary Miller Allen State Office Building, in honor of a local Shreveport community activist.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) **Building Exterior:**

- a.) **Exterior Walls:** The exterior wall assembly consists of brick veneer, cavity space and metal stud wall assembly with insulation and applied gypsum and plaster.
- b.) **Exterior Windows:** The windows consist of steel framed units.
- c.) **Exterior Doors:** Main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.
- d.) **Roofing:** The roof system consists of 2-ply modified bitumen membrane, cold-adhesive applied over rigid insulation board sloped to drain, adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) **Building Interior:**

- a.) **Partitions:** Interior walls consist primarily of gypsum wallboard on metal stud wall panels.
- b.) **Wall Finishes:** Interior walls are generally painted gypsum wallboard, with plaster in certain areas and ceramic tile in restrooms.
- c.) **Floor Finishes:** The floors consists primarily of carpeting and vinyl composition tile with various other materials used to a lesser degree. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 86,827 sq. ft
Terrazzo:	Approx. 2,326 sq. ft.
Vinyl Composition Tile:	Approx. 41,357 sq. ft.
Ceramic Tile:	Approx. 5,897 sq. ft.
Concrete: (Pained/Stained)	Approx. 11,647 sq. ft.

- d.) **Ceiling Finishes:** Interior ceilings consist primarily of suspended acoustical panel assemblies. Suspended gypsum ceilings and plaster ceiling are in several locations.

HORTICULTURAL

Horticultural Information:

This property encompasses a large area, comprised of large areas of St. Augustine lawn with many trees throughout the site. There is significant parking on the sides of the building utilized for visitor and employee parking.

MECHANICAL

1.) HVAC Distribution Systems:

The building utilizes one (1) 400 ton and one (1) 300 ton centrifugal chillers located in the sub-basement that conditions the chilled water to be circulated via three (3) 50 hp pumps to the chilled water coils of the air units. The east half of the building has two (2) multi-zone air handling units per floor supplying conditioned air to heat and cool the spaces. The west half of the building has two (2) variable air volume roof-top units supplying conditioned air to VAV boxes with hot water reheat coils to heat and cool the space. Five (5) "Fulton Pulse" boilers located in the basement supplies hot water to be circulated by two (2) 15 hp pumps to the hot water coils in the air units and VAV boxes. Condenser water is circulated through the condenser barrels of the chiller and cooling tower which are located on the side of the building. The building has approximately twenty-five (25) fans that ventilate the restrooms.

2.) Controls and Instrumentation:

The buildings are controlled by a Johnson Controls Direct Digital Control (DDC) front end with pneumatic actuators and thermostats. The building has two (2) duplex air compressor skids with storage tanks that supply pneumatic air throughout the buildings.

3.) Plumbing:

Piping

Domestic water piping is provided from the city water system and pumped by two (2) vertical pumps to a holding tank on the 12th floor. Hot water is supplied by an 80 gallon gas fired water heater and the individual kitchen/break areas utilize point-of-use heaters. Cast-iron sanitary piping flows to the city sewer system.

Fixtures

The restrooms consist of a floor-mounted water closets and floor and wall-mounted urinals. All water closets, urinals and face bowls are vitreous china. Janitorial sinks are cast with enamel finishes.

Fire Protection

Fire protection is provided by a fire alarm system with a fire alarm panel having both visual and audio alarms. The system is tied into the 911 emergency system when activated. There are also hand-held ABC type fire extinguishers located throughout the building.

ELEVATORS

The building has seven (7) traction type passenger elevators, 208/480V and one (1) hydraulic freight elevator. The capacity of the passenger elevators is 3,000 lbs. and the freight elevator is 4,000 lbs. Four (4) of the passenger elevators have seven (7) stops and the remaining three (3) have eleven (11) stops. The freight elevator has three (3) stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service emanates from the local utility, Southwestern Electric Power Company, to a pad-mounted transformer which supplies power at 480V to a main electrical switchboard, rated at 1600A and located in the sub-basement of the building. Power is distributed to motor control centers and distribution panel boards at 480V to supply building equipment on all levels of the building. Power at 120/208V is supplied to panel boards on all levels for lighting and tenant needs.

2.) Emergency Light and Power Systems:

The building is supplied with emergency power from a 120 kw diesel generator via four (4) automatic transfer switches (ATS) to emergency lighting and building safety systems. A 200 gallon above-ground diesel storage tank supplies the needed fuel to this generator. The diesel fuel is treated each time fuel is added to the storage tank according to the amount of fuel added. Illuminated exit signs are located throughout the building to indicate exits.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent fixtures equipped with T12 lamps and magnetic ballasts. Exterior lighting is provided by under canopy recessed fixtures and wall and roof-mounted HID fixtures.

4.) Communications & Security:

The building has an addressable fire alarm system which monitors fire alarm devices located throughout the building. Manual pull stations, smoke and heat detectors, duct mounted smoke detectors and sprinkler flow switches initiate an alarm condition. Alarm conditions are signaled by audible visual alarm devices and annunciator panel located in the Building Manager's office on the 1st floor. Telephone and data services are distributed throughout the building. The building security is provided by security cameras and monitored from the Lobby security desk. Motion detectors are provided on all floor hallways and monitored by means of an annunciator panel located in the security office. Intrusion alarms are

also provided in selected areas to monitor entrance doors. There is also a card access system.

SECURITY STAFFING

Internal security for the Shreveport State Office Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol Police officers and contracted private security personnel.

Exterior security at the Shreveport State Office Building, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.39 JORDAN STREET BUILDING

Physical Address: 960 Jordan Street, Shreveport, Louisiana

Gross Area: 3,041 square feet

Rentable Area: 2,849 square feet

Grounds Acreage: 2.2

No. of Floors: 1

Historical Classification: None

Building (SLABS) Number: 07498

Current Replacement Value: \$346,797

Tenant Population: Approximately 16

Occupants: State Fire Marshal

GENERAL DESCRIPTION

The Jordan Street facility was originally constructed in 1966 as the Shreveport home for the Louisiana Department of Natural Resources/Office of Conservation. The building has been inhabited by various state agencies, the current being the Office of the State Fire Marshal. The building houses offices, meeting and training areas, a storage space, a break room and toilet rooms.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has metal stud wall frame.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of brick veneer, cavity space and metal stud wall assembly with insulation and applied gypsum.

b.) Exterior Windows: The windows consist of steel framed units.

c.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

d.) Roofing: The roof system consists of 5-ply built-up tar and gravel roof.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard on metal stud wall panels.

b.) Wall Finishes: Interior walls are generally painted gypsum wallboard on metal stud wall panels.

c.) Floor Finishes: The floors consists primarily of carpeting. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 2,198 sq. ft
Vinyl Composition Tile:	Approx. 444 sq. ft.
Ceramic Tile:	Approx. 92 sq. ft.

d.) Ceiling Finishes: Interior ceilings consist primarily of suspended acoustical panel assemblies. Suspended plaster ceiling are in several areas.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is minimal, some landscaping and a small lawn; the site is primarily comprised of pavement for parking.

MECHANICAL

1.) HVAC Distribution Systems:

The building's conditioned air is provided by two (2) 5 ton air cooled heat pump units mounted on the roof. The air is circulated by two (2) air units mounted in the front and rear section of the building.

2.) Controls and Instrumentation:

The HVAC system is controlled by a Metasys operating system with the primary function of starting and stopping the units.

3.) Plumbing:

Piping

Water is provided by the city water system with domestic water piping of copper. Hot water is supplied by a 20 gallon electric water heater mounted in the rear restroom.

Fixtures

The restroom consists of floor-mounted water closets.

Fire Protection

Fire protection is provided by a fire alarm system with a fire alarm panel having both visual and audio alarms. The system is tied into the 911 emergency system, if activated. There are also hand-held ABC type fire extinguishers located throughout the building.

ELEVATORS

There is no elevator in this facility.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The building is supplied electrical power by an overhead, metered service at 120/208V, 3-phase and terminated in a distribution panel board. This panel board supplies lighting, building system and tenant needs.

2.) Emergency Light and Power Systems:

This building has no emergency power source. Exit lights are located throughout the building. Battery pack egress lights are provided.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent fixtures equipped with T12 lamps and magnetic ballasts. Exterior lighting is provided by pole mounted HID fixtures.

4.) Communications & Security:

The building has a fire alarm system, which monitors fire alarm devices including manual pull stations and smoke detectors. The facility also has data services and telephone services as well as an intrusion alarm with exterior door sensors.

SECURITY STAFFING

Internal security for the Jordan Street Building is currently provided by the Office of State Buildings – Capitol Police and staffed with a combination of Capitol Police officers and contracted private security personnel.

Exterior security at the Jordan Street Building, including surrounding grounds/parking lots is also provided by Office of State Buildings – Capitol Police. Note that the Capitol Police officer assigned to the Shreveport State Office Building also patrols the Jordan Street Building.

Both the building's internal security and exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.40 SECOND CIRCUIT COURT OF APPEAL

Physical Address: 430 Fannin Street, Shreveport, Louisiana

Gross Area: 37,169 square feet

Rentable Area: 33,004 square feet

Grounds Acreage: 0.8

No. of Floors: 3

Historical Classification: None

Building (SLABS) Number: 07451

Current Replacement Value: \$6,704,709

Tenant Population: Approximately 68

Occupants: Second Circuit Court of Appeal

GENERAL DESCRIPTION

This facility, completed in 1986, was designed as the home for the Louisiana Second Circuit Court of Appeal and it continues to serve this purpose. The building features a 2-story entry lobby with polished stone interior finishes, a large courtroom, a law library and offices for the Clerk of Court, Appeal Court Judges and staff. At the rear of the building, there is secured covered parking for the judges with staff parking both on and off site.

For additional information, refer to the FPC Facility Management Program online at: <http://www.gcrl.com/fpc/>.

ARCHITECTURAL

1.) Structure:

Substructure: The building has a cast-in-place reinforced concrete slab with reinforced concrete pile caps over driven piles.

Superstructure: The building has a structural steel frame. The structural steel is fireproofed with sprayed-on fireproofing insulation.

2.) Building Exterior:

a.) Exterior Walls: The exterior wall assembly consists of brick veneer, cavity space and metal stud wall assembly with insulation and applied gypsum and plaster.

b.) Exterior Doors: Main entrance doors primarily consist of aluminum storefront assemblies. Hardware is exit panic devices. Remaining exterior doors are hollow metal door and frame units with deadbolts and lever locks.

c.) Exterior Windows: The windows consist of aluminum framed units.

d.) Roofing: The roof system consists of gravel-tar built-up roof applied over rigid insulation board sloped to drain, and adhered to lightweight concrete over 1 ½" metal deck welded to bar joists.

3.) Building Interior:

a.) Partitions: Interior walls consist primarily of gypsum wallboard on metal stud wall panels.

b.) Wall Finishes: Interior walls are generally painted gypsum wallboard, plaster in certain locations and ceramic tile in restrooms.

c.) Floor Finishes: The floors consists primarily of carpeting with various other materials used to a lesser degree. Interior area totals for flooring are approximately the following:

Carpeting:	Approx. 22,975 sq. ft.
Brick Pavers	Approx. 1,312 sq. ft.
Vinyl Composition Tile:	Approx. 3,627 sq. ft.
Ceramic Tile:	Approx. 1,094 sq. ft.
Concrete: (Pained/Stained)	Approx. 3,295 sq. ft.

d.) Ceiling Finishes: Interior ceilings consist primarily of suspended acoustical panel assemblies. Suspended gypsum ceiling are in several common areas.

HORTICULTURAL

Horticultural Information:

The landscaping for this facility is minimal with mature shrubbery adjacent to the building perimeter walls and the remaining areas paved.

MECHANICAL

1.) HVAC Distribution Systems:

The building has two (2) 80 ton "Carrier" air cooled chillers located on the roof. Two (2) 5 hp pumps circulate water through the chiller barrels and chilled water coils of the air units. The building has three (3) variable air volume (VAV) air handling units with VFD's located on the third floor that supplies conditioned air via ductwork to VAV boxes with hot water reheat coils located throughout the building. The main lobby is conditioned with two (2) fan coil units in the first and second floor ceilings. Hot water for heating is provided by a force draft gas fired boiler and circulated to the VAV hot water reheat coils by two (2) 7.5 hp pumps. Two (2) exhaust fans located on the roof provide ventilation for the restrooms.

2.) Controls and Instrumentation:

The HVAC system is controlled by a "Carrier Comfort View" direct digital controls system.

3.) Plumbing:

Piping

Domestic water piping of copper is provided by the city water supply. Hot water is provided by an 80 gallon gas fired water heater with an in-line circulating pump. All drain pipes are cast-iron and empty into the city sewer system.

Fixtures

The restroom consists of a wall-mounted water closet and wall-mounted urinals, consisting of vitreous china. Face bowls are vitreous china and mounted in vanities. The janitorial sinks are floor-mounted mop drains.

Fire Protection

Fire protection is provided by hand-held ABC type fire extinguishers located throughout the building.

ELEVATORS

The building has two (2) 208/480V hydraulic elevators. Both elevators have 3 stops and have a 2,500 lb. capacity. There is also a dumbwaiter elevator in the west corner of the building which has 3 stops.

ELECTRICAL SYSTEMS

1.) Electrical Service and Distribution:

The buildings power service is provided from a pad-mounted transformer, 120/208V to a main switchboard located in the Mechanical/Electrical Room on the 3rd floor of the building. The switchboard is rated at 2000A, 120/208V. Distribution panel boards are located throughout the building to supply lighting, building system and tenant needs at 120/208V.

2.) Emergency Light and Power Systems:

The building is supplied with emergency power from the roof-mounted emergency generator rated at 35kW, 120/208V. The generator is powered by natural gas. Emergency lights, exit signs and essential equipment are connected to the emergency power. Battery pack egress lights are located in various locations in the building.

3.) Lighting and Branch Wiring:

Interior lighting is typically provided by fluorescent fixtures equipped with T8 lamps and magnetic ballasts. Recessed spotlights have compact fluorescent lamps. Exterior lighting is provided by HID wall-mounted fixtures and HID fixtures in the parking area.

4.) Communications & Security:

The building has an addressable fire alarm system, equipped with a public address system, which monitors fire alarms devices located throughout the building.

The building security is provided by various security cameras, which are monitored from the security office on the first floor of the building. There is a card access system as well as data and telephone services.

In addition, the court house is equipped with closed circuit television system originating in the Court Room and accessible to all judge's offices.

SECURITY STAFFING

Both internal security and exterior security at the Second Circuit Court of Appeal is provided by the Court Security and staffed with Caddo Parish Sheriff Deputies.

Neither internal nor exterior security will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.41 "OLD" STATE CAPITOL

Physical Address: 100 North Boulevard, Baton Rouge, Louisiana

Grounds Acreage: 5.0

GENERAL DESCRIPTION

The facility maintenance for this facility is provided by others, specifically the Secretary of State agency, however the exterior grounds maintenance for this facility is provided for by the Division of Administration (thus by the FMP).

For the purposes of this RFP, the facility maintenance services provided by the FMP at this facility will be horticultural services only.

SECURITY STAFFING

Internal security at the Old State Capitol is provided by the Secretary of State and their security staffing, thus will not be a part of the Alternate #1

Exterior security at the Old State Capitol is provided by the DPS-Capitol Detail via their Capitol Park patrol. The exterior security will be included in Alternate #1.

Only exterior security (patrol) will be included in Alternate #1 of this RFP.

Note: Under Additive Alternate #1, the proposer shall provide a cost for statewide security services for facilities; within Capitol Park as well other facilities in Baton Rouge

and around the State. See Security Overview ("Exhibit 4") and Security Staffing Schedule ("Schedule 2") as well as Scope of Services (Section 4.2.26) for additional information.

5.1.42 NEW ORLEANS STATE OFFICE BUILDING & ANNEX

Physical Address: 325 Loyola Avenue (New Orleans State Office Building)
301 Loyola Avenue (New Orleans State Office Building Annex)

Grounds Acreage: 4.9

GENERAL DESCRIPTION

These existing buildings at this location have recently been demolished; the sites have been cleared and will require the remaining ground to be maintained.

For the purposes of this RFP, the facility maintenance services provided by the FMP at this location will be **horticultural services only.**

Note: Although an attempt has been made to provide accurate and up-to-date information, the State of Louisiana does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

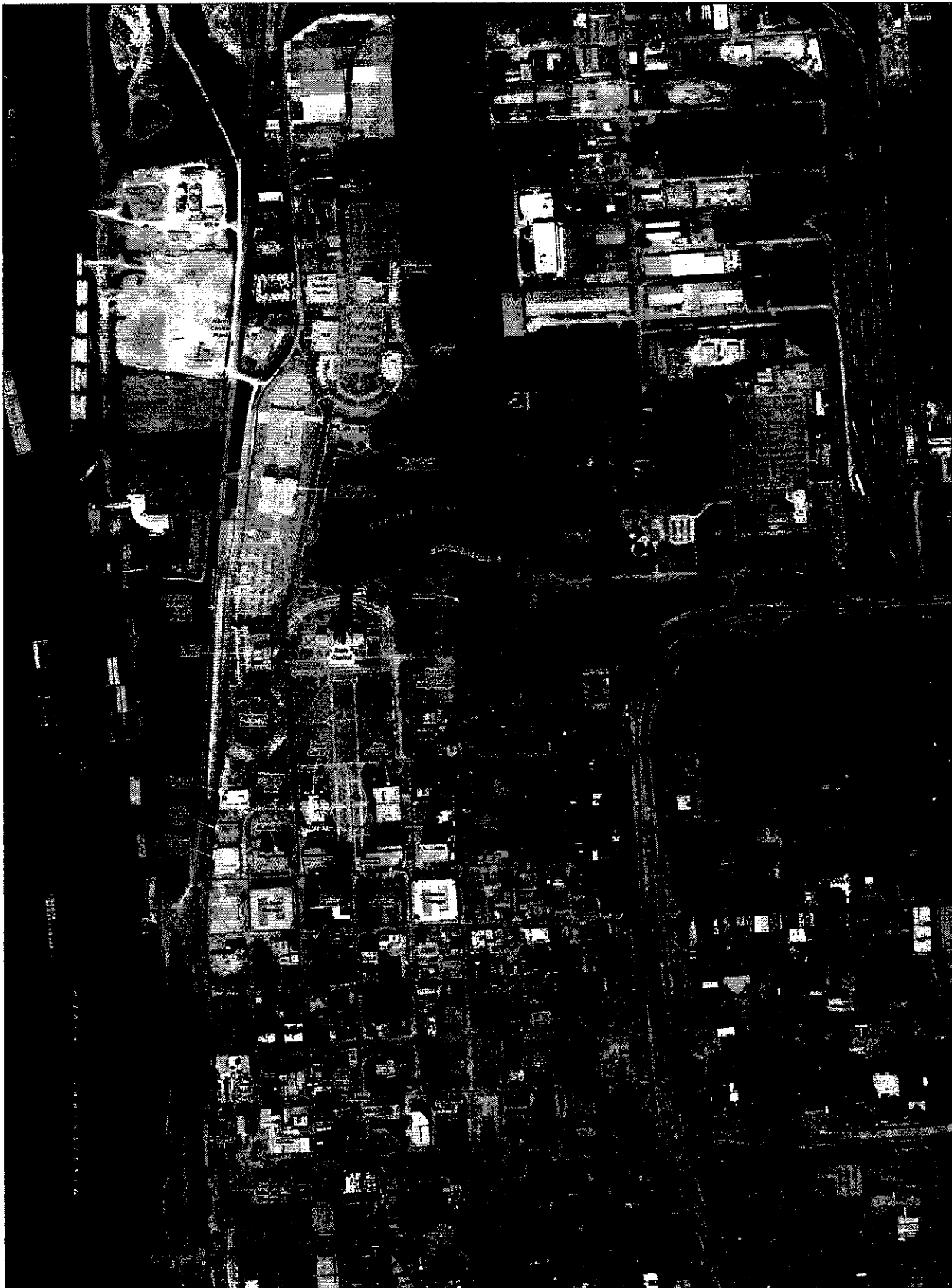


Exhibit 1
DOWNTOWN BATON ROUGE
 INCLUDING
CAPITOL PARK



Image Source: 2008 USGS DOQQ
 Map Date: 5/26/2009

Exhibit 2
SCHEDULED AND PREVENTIVE MAINTENANCE SPREAD SHEET

Ref. Part V. Facility Information #	See Sec# for Details	5.1.1	5.1.2	5.1.3	5.1.4	5.1.5	5.1.6	5.1.7	5.1.8	5.1.9	5.1.18	5.1.11	5.1.12	5.1.13	5.1.14	5.1.15	5.1.16	5.1.17	5.1.18	5.1.19	5.1.20	5.1.21	5.1.22	5.1.23	5.1.24	5.1.25	5.1.26	5.1.27	5.1.28	5.1.29	5.1.30	5.1.31	5.1.32	5.1.33	5.1.34	5.1.35	5.1.36	5.1.37	5.1.38	5.1.39	5.1.40	5.1.41	5.1.42
Accessories	Doors	1.1																																									
	Condition of Public Areas	1.2																																									
	Roofs	1.3																																									
	Sidewalk & Pavement	1.4																																									
Building Automation	Pneumatic Temperature Controls	2.1																																									
	Refrigerant Monitors	2.2																																									
	Fire Alarm System	2.4																																									
	Variable Frequency Drives (VFD)/Soft Starters	2.5																																									
	Security Camera Systems	2.6																																									
	Hi Voltage Distribution Systems	2.7																																									
	Mechanical	Air Handling Units	3.1																																								
Boilers		3.2																																									
Chillers		3.3																																									
Computer Room Units		3.4																																									
Walk In/Reach In Coolers		3.5																																									
Cooling Towers		3.6																																									
Direct Expansion (DX) Units		3.7																																									
Elevator		3.8																																									
Energy Recovery Air Handling Unit (ERU)		3.9																																									
Exhaust Fans		3.10																																									
Kitchen Hood Exhaust Systems		3.11																																									
Fan Coil Units		3.12																																									
Freezers		3.13																																									
Generators		3.14																																									
Grease Traps		3.15																																									
Hot Water Heaters		3.16																																									
Motor Starters		3.17																																									
Pools & Fountains		3.18																																									

EXHIBIT 2

SCHEDULED AND PREVENTIVE MAINTENANCE SPECIFICATIONS

1. ARCHITECTURAL SPECIFICATIONS

1.1. Doors

1.1.1. General Specifications

- A. This is a general inspection with the purpose of identifying deficiencies. The correction, repair/replacement of identified deficiencies will be addressed via work orders. If the existing problem is determined to be a life safety issue, then immediate emergency action is to be taken.
- B. Assure that doors are closing and latching properly when security is priority.
- C. Test push/pull strength of the door to meet ADA requirements as required.

1.1.2. Semi-Annual Inspections (Every 6 months)

- A. Make sure the door frame is plumb, square and properly secured to the wall studs. Wood or metal frames may require metal inserts, larger screws, and re-tapping holes or longer screws to reach through the door frame into the supporting structure in the wall behind the frame. This must be done before proceeding. Tighten or replace any missing hinge screws or remove screws, fill the holes with wood dowels coated with glue, wood splinters, wood-filler compound or plastic or metal inserts. Replace any missing hinge pins or replace hinges that are sprung, bent or rusting. Lubricate hinges. If necessary, on wood doors, mortise appropriate hinges deeper or, in wood or metal doors, place shims at appropriate hinges. If door and/or frame has warped or sprung or has been damaged beyond repair, they will need to be replaced. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.
- B. Re-fasten closure arm or replace if bent or damaged. Replace any missing covers or screws. Remove cover and make adjustments to the appropriate adjusting screws or tension spring. Review manufacturer's instructions. If these adjustments do not solve the problem or leaking hydraulic oil is noticed, then the closure will need to be replaced. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.
- C. Make sure the lockset works smoothly, keys work easily, cylinder locks and unlocks the lock, deadbolts fully extend and the plunger latches properly to the keeper. Clean and lubricate all moving parts. Remove lockset if there are problems and inspect internal parts for wear or breakage. Replace parts or entire lock if necessary. Review manufacturer's instructions. For electrified locksets an Electrician should assist in any repairs or replacements. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.
- D. Determine the type of exit device being used and make sure all the moving parts are working freely and all plungers are latching properly. Clean and lubricate all moving parts. Make adjustments to any parts of the device that are not working properly and are designed to be adjusted. Repair or replace any parts that are causing problems to the device. Review manufacturer's instructions. Replace device if beyond repair. If the device is electrified, then the assistance of an Electrician is necessary for any repairs or replacements. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.

- E. Adjust weather-stripping if out of alignment and tighten any loose screws. If the weather-stripping is old it will need to be replaced. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.
- F. Make sure the control buttons work properly, card readers and motion sensors perform properly, the hold open timing is sufficient, the closing speed is sufficient and it allows the door to close and latch properly. Review manufacturer's instructions and the assistance of an Electrician is necessary for any work done to an automatic door opener. Identify the cause of the problem and either take steps to prevent a repeat problem or replace with a type that can withstand the punishment.

1.2. Condition of Public Areas

1.2.1. General Specifications

- A. This is a general inspection with the purpose of identifying deficiencies. The correction, repair/replacement of said deficiencies will be addressed via work orders.

1.2.2. Semi-Annual Inspections (Every 6 months)

- A. Look for any painted surfaces that are fading, peeling, blistering or chipping on surfaces that have been painted. See if there are surfaces that have never been painted and determine the proper process for painting these areas. Record any areas in need of attention with some type of map or drawing with a description of what needs to be done.
- B. Look for any painted surfaces that are fading, peeling, blistering or chipping on paved surfaces that have been painted. Record any areas in need of attention with some type of map or drawing with a description of what needs to be done.
- C. Look for any painted or stained surfaces such as walls, ceilings, doors, door frames, any and all woodwork, floors, etc. that are fading, peeling, blistering or chipping. Also inspect damage to any of these surfaces and determine the proper repair using the appropriate repair procedure needed for that surface. Try to identify the cause of the damage and either take steps to prevent a repeat problem or ask to have some type of protection installed that can withstand the punishment. Record any areas of attention using a copy of floor plans or drawing with a description of what needs to be done.

1.3. Roofs

1.3.1. General Specifications

- A. Perform roof inspections during climate change periods prior to heating and cooling seasons. February/March and August/September
- B. Before performing inspections refer to manufacturers, and if available, installer's instructions for specific notes regarding each roof.
- C. This is a general inspection with the purpose of identifying deficiencies. The correction, repair/replacement of said deficiencies will be addressed via work orders. If existing problem is determined to be a life safety issue then immediate emergency action should be taken.
- D. Use caution and care when working in high places.
- E. Use OSHA approved safety line and harness if necessary.
- F. Identify each building's type of roof.
- G. Record conditions and problems with photographs and video and take detailed notes.
- H. Mark problem areas on the roof or associated surfaces and on drawings.
- I. At each inspection anticipate the length of time in years until a replacement roof is needed
- J. Document if any noted problems have been addressed in previous projects or inspections

1.3.2. Evaluation of Interior Conditions or Water Tightness

A. Semi-Annual Inspection (Every 6 Months)

- 1) Identify, locate, and mark roof leaks, if accessible, on the bottom of the roof deck
- 2) Locate source of water stains on walls, ceilings, deck and floor
- 3) Visual appearance of structural elements or deck underside
 - a) Settlement cracks
 - b) Deterioration/spalling
 - c) Alterations
 - d) Rotting or insect damage
 - e) Settlement/buckling
 - f) Physical damage
 - g) Rusting

1.3.3. Evaluation of Exterior Conditions

A. Semi-Annual Inspection (Every 6 Months)

- 1) Check all exterior walls, fascia or soffit
 - a) Cracks, spalling
 - b) Rusting/efflorescence
 - c) Movement/damage
- 2) Check all gutters and/or downspouts
 - a) Loose/missing gutters
 - b) Disconnected/damaged
 - c) Clogged
 - d) Missing downspouts

1.3.4. Roof Condition or General Appearance of Roof

A. Semi-Annual Inspection (Every 6 Months)

- 1) Check the general appearance of the roof
 - a) Look for debris, cans, bottles, leaves, vegetation, branches, rags, nails, screws, and any equipment or miscellaneous material left from a job on the roof or blown over in a storm.
 - b) Mark out and measure (square feet) any ponding water and determine the degree of difficulty to correct ponding.
 - c) Inspect, mark, and investigate physical damage. Try and determine the cause of said damage and corrective action needed.
 - d) Check the condition of any new equipment installed on the roof and verify the proper installation and application of required waterproofing measures.
- 2) Check the condition of the roof surface
 - a) Locate and mark bare spots in gravel or granules/ballast displaced
 - b) Perform a visual inspection and mark alligatoring/cracking of the surface membrane
 - c) Check for surface slippage
 - d) Check the roof coating and measure the square footage of necessary resurfacing
- 3) Check the membrane condition
 - a) Mark and measure blisters and determine if filled with air or water
 - b) Count, mark, and measure (width, depth, and length) of membrane splits
 - c) Count, mark, and measure membrane ridges and wrinkles
 - d) Mark and determine the extent of any membrane fishmouthing
 - e) If a felt surface membrane mark any loose felt laps or seams
 - f) Identify and mark punctures and fastener backouts (nails, screws, etc.)
 - g) Check membrane adherence to substrate and resultant sponginess between materials
 - h) Check and mark any membrane shrinkage
 - i) Check and mark membrane slippage

1.3.5. Roof perimeter Edging/Fascia/Gravel Stop

A. Semi-Annual Inspection (Every 6 Months)

- 1) Check all roof perimeter materials for splitting at joints
- 2) Check roof perimeter materials for adherence to substrate and roof membrane
- 3) Check roof perimeter materials for proper type and quantity of hold down fasteners (screws, nails, clips, etc.)
- 4) Check roof perimeter material for the correct type, amount, and application of joint sealing materials (caulk, solder, etc.)
- 5) Survey and mark all areas of roof edge perimeter material containing rust
- 6) Check roof perimeter material for felt deterioration
- 7) Check for any fastener backout in roof perimeter material
- 8) Check entire roof perimeter material for punctures

1.3.6. Flashing Conditions

A. Semi-Annual Inspection (Every 6 Months)

- 1) Base flashing condition
 - a) Check for punctures or tears, mark locations and record quantity and size
 - b) Check base flashing for deterioration and determine the extent and magnitude of deterioration
 - c) Locate and mark blisters in base flashing and determine if blisters are filled with air or water
 - d) Look for and mark any open laps in base flashing
 - e) Check for the proper attachment of base flashing, verify the installer followed the manufacturer's instructions and that base flashing attachment is intact
 - f) Locate and mark any ridges, wrinkling, or sagging in the base flashing
- 2) Condition of counterflashing/termination bar
 - a) Check all counterflashing/terminations bars for open joint laps
 - b) Check for punctures, mark location and measure size
 - c) Check if counterflashing/termination bars are attached as per manufacturer's installation instructions and that attachment is intact
 - d) Check for rust and verify the extent and magnitude of rust
 - e) Verify the correct type, quantity, and installation of fasteners
 - f) Check counterflashing/termination bars for proper application and condition of caulking
- 3) Condition of coping
 - a) Locate, mark, and count any open joints or fractures in coping
 - b) Locate, mark, measure, and count punctures in coping
 - c) Confirm that coping is attached as per manufacturer's installation instructions and that attachment is intact
 - d) Check coping for rust and verify the extent and magnitude of rust
 - e) Check coping for proper drainage and record any impedance to drainage
 - f) Verify the correct type, quantity, and installation of fasteners
 - g) Check coping for proper application and condition of caulking
 - h) Check coping for any movement cracks, mark and record cracks
- 4) Condition of parapet walls
 - a) Check parapet walls for any open, cracked, missing mortar joints
 - b) Check parapet walls for spalling
 - c) Locate and mark movement cracks
 - d) Check for any loose, missing, or damaged metal parapet wall panels

1.3.7. Roof Penetrations and Rooftop Equipment:

A. Semi-Annual Inspection (Every 6 Months)

- 1) Condition of equipment base flashing curbs
 - a) Check the base flashing at curbs for open laps
 - b) Locate, mark, measure, and count punctures in equipment base flashing

- c) Check if base flashing at equipment curbs is attached as per manufacturer's installation instructions and that attachment is intact
- d) Check base flashing at equipment curbs for any deterioration
- 2) Condition of equipment housing
 - a) Check condition of all counterflashing at equipment housing locations
 - b) Check equipment housing for open seams, missing covers, fasteners, etc.
 - c) Mark and record any physical damage to equipment housing
 - d) Check equipment housing for proper application and condition of caulking
 - e) Check equipment housing for proper drainage and record any impedance to drainage
- 3) Equipment operation
 - a) Check all equipment discharge for contaminants
 - b) Check roof areas near equipment for excessive traffic and/or abuse of roof or flashings
- B. Condition of roof jacks/vents/drains
 - a) Check if roof jacks, vents, drains are attached as per manufacturer's installation instructions and those attachments are intact
 - b) Mark and record any physical damage to roof jacks, vents, and drains
 - c) Verify that any vents are operable and any screens are cleaned
 - d) Locate and record any missing roof jacks, vents, and drains

1.3.8. Expansion Joint Covers:

A. Semi-Annual Inspection (Every 6 Months)

- 1) Mark and record any open joints in expansion joint covers
- 2) Locate, mark, measure, and count punctures/splits in expansion covers
- 3) Check if expansion joint covers are attached as per manufacturer's installation instructions and those attachments are intact
- 4) Check for rust and verify the extent and magnitude of rust
- 5) Verify the correct type, quantity, and installation of fasteners

1.3.9. Pitch Pockets:

A. Semi-Annual Inspection (Every 6 Months)

- 1) Check fill material for shrinkage
- 2) Check if pitch pockets are attached as per manufacturer's installation instructions and those attachments are intact

1.3.10. Shingles:

A. Semi-Annual Inspection (Every 6 Months)

- 1) Check asphalt shingles for cracking, loss of coating, brittleness, and edge curl
- 2) Check all shingled surfaces for missing or broken shingles
- 3) Check slate and asbestos shingles for mold and mildew

1.4. Sidewalk & Pavement

1.4.1. General Specifications

- A. Perform Sidewalk & Pavement inspections in conjunction with roof inspections. February/March and August/September
- B. This is a general inspection with the purpose of identifying deficiencies. The correction, repair/replacement of said deficiencies will be addressed via work orders. If existing problem is determined to be a life safety issue then immediate emergency action should be taken.
- C. Use caution and care when working in the vicinity of vehicular traffic.
- D. Record conditions and problems, with photographs, video and take detailed notes.
- E. Mark problem areas on drawings or site plans.
- F. Document if any noted problems have been addressed in previous projects or inspections

1.4.2. Semi-Annual Inspection (Every 6 Months)

A. Evaluation of Surface Conditions of all sidewalks:

- 1) Identify, locate, and mark on all sidewalk surfaces: cracks, broken sections, spalled surfaces, shifted sections, etc.
- 2) Locate any slip/trip/fall conditions and place proper barriers until repaired

B. Evaluation of Surface Conditions of all pavement both concrete and asphalt:

- 1) Identify, locate, and mark on all pavement surfaces: cracks, broken sections, spalled surfaces, shifted sections, etc.
- 2) Locate any slip/trip/fall conditions and place proper barriers until repaired or replaced

C. Evaluation of structural integrity of all sidewalks:

- 1) Determine scope, urgency, and staging of work needed to repair deficient areas of sidewalk
- 2) If deficiency places normal traffic (pedestrian and/or vehicular) in a hazardous situation, place proper barriers until repaired or replaced

D. Evaluation of structural integrity of all pavement both concrete and asphalt:

- 1) Determine scope, urgency, and staging of work needed to repair deficient areas of pavement
- 2) If deficiency places normal traffic (pedestrian and/or vehicular) in a hazardous situation, place proper barriers until repaired or replaced

E. Inspection of painted surfaces on sidewalks and pavement:

- 1) Check the painting of all parking lots, curbs, crosswalks, handicap ramps, etc. adjoining and associated with each building's pavement areas.
- 2) Determine the urgency and scope of the needed work and schedule accordingly

2. ELECTRICAL SPECIFICATIONS

2.1. Building Automation

2.1.1. Preventive Maintenance: These procedures as listed below are not meant to be all inclusive, but are intended to serve as a general guideline for the extent of the work required.

A. Communications gear, and network protection units, service schedule for building automation system and Fire Alarm Systems.

1) Quarterly

- a) Verify operation on indicator lights (led's).
- b) Inspect interconnecting cables and tighten electrical connection

2) Annually

- a) Visually inspect all network protection unit wiring and terminations for signs of transient overload. Secure tightly after the inspection is complete.
- b) Field processing units (BAS only), digital system controllers, field processing controllers, including Network Automation Engines, DX9100's, UNT, AHU Controllers and integrator panels.

3) Annually(All)

- a) Check led's for proper status indication
- b) Check current conditions against design criteria
- c) Verify stable control at appropriate values
- d) Verify control loops, change set point, verify control
- e) Clean display window and other panel exterior surfaces

B. Transducers, resistance elements, relay modules and field equipment unit's service schedule for Building Automation System.

1) Annually

- a) Inspect interconnecting cables and electrical connections.
- b) Ensure that cabinet is at earth ground potential.

- c) Verify proper operation of sensors relay modules, gauges, and transducers.
- d) Check and calibrate gauges, sensors, transducers and relay modules. (Perform in conjunction with point module verification procedures.)
- e) Ensure all mounted and plug-in components of field equipment units. Clean if required.

2.1.2. Network Automation Engine:

A. Daily Diagnostic Self Test

- 1) Perform internal memory check.
- 2) Perform internal database check.
- 3) Perform internal content check.
- 4) Perform CPU utilization check.

B. Monthly

- 1) Perform tasks as described in paragraph 2.1.1.E. above.

C. Annually

- 1) Check led's for proper power and status indications.
- 2) Inspect panel interior and termination access.
- 3) Remove excessive dirt buildup on heat-sink surfaces.
- 4) Check NCU battery sub-module voltage (6.7 to 7.5 V DC).
- 5) Cycle power to initiate self-test diagnostic.
- 6) Perform NTU self test, where applicable.
- 7) Clean transparent window, where applicable.
- 8) Clean exterior surfaces
- 9) Verify critical points, operation of critical control loops and processes.

2.1.3. Data Base Management

A. Weekly

- 1) Perform uploads on all NAE's to archive database for changes made by daily operations during the week.

B. Monthly

- 1) Perform database save on archive database to backup CD/RW compact disc. Made two copies, one to remain onsite and one offsite.

C. Quarterly

- 1) Check for minor and (or) major modification changes to ADX software, M-tools (WINPRO) software and M5 software, modify as needed.

2.1.4. Spare Parts:

- A. A list of repair parts and replacement devices to be maintained by the FMP at all times during the contract period should be submitted with the bid for review by the Office of State Buildings. All materials shall be completely identified on this list with name of manufacturer, part number, and system component for which it is intended. As the system has been designed specifically to allow the incorporation of remote monitoring and control for future building(s) which will be added, all repairs must be made with exact replacements. If the contractor wants to use non-exact replacement parts he shall notify OSB's representative and receive written authorization for the substitution before installing the non-exact replacement part. Substitutions not approved by the proper OSB representative are subject to rejection and replacement with specified materials at no cost to the OSB. Manufacturer's recommended spare parts list which the vendor will be required to stock.
- B. The following is the list of the manufacturer's recommended spare parts inventory for the various systems to be serviced under this contract. Only new factory made parts of the original manufacturer with U.L. listing compliance indicated shall be used by the contractor in repair or replacement work or defective parts. Remanufactured parts may be used only if new factory made parts are not available and is approved by OSB's representative.

Part Number/Name	Quantity	Description
1) General Parts		
a) Sentrol	10	concealed security door switches
b) as-untiii-i	1	unitary controller – metasys
c) as-ahu100	1	AHU controller – metasys
d) as-vav iii-i	1	variable air volume controller-
e) nu-n2b101-0	1	n2 dialer module – metasys
f) NAE 5000	1	network automation engine
g) NAE 4500	1	network automation engine
2) Pyrotronics Di-6 System		
a) sensor	1	smoke detector
b) dh400acdc	1	smoke detector
c) edwards-6250b	1	smoke detector
d) IPHS	2	Edwards combo head
e) hochiki-sih24f	1	smoke detector
f) system sensor 1451dh	1	smoke detector
g) Simplex 4098-9716	1	smoke detector
h) Honeywell tc807-1002	1	smoke detector
i) Honeywell tc808-1027	1	heat detector
j) DX-9100-8454	1	digital controller
k) TE-6000-100	2	temperature sensors
l) EP-8000-2	2	electric to pneumatic transducers
m) EP-8000-4	2	electric to pneumatic transducers
n) 2551j	1	photoelectric intelligent detector
o) 1551j	1	ionization detector
p) 551j	1	thermal (heat) detector
q) 2551tj	1	thermal/photoelectric
r) b501	1	base for intelligent detectors
s) b501bh	1	sounder base for intelligent detectors
t) m500mj	1	addressable mini-monitor module
u) m501mj	1	addressable monitor module
v) m502mj	1	addressable monitor module
w) m510cj	1	addressable control module
x) m500xj	1	loop isolator module
y) bgx-1011	1	addressable manual pull stations
z) erd-2200	1	pelco outdoor pan/tilt receiver
aa) wv-cp244	1	panasonic b/w 1/3 chip camera
bb) Sensormatic Ultra VII	1	sensormatic speeddome
cc) trub	1	camera micro plug assembly
dd) 515ps	1	rack mount power supply
ee) DVN 5000	1	digital vision network recorder
ff) Speeddome 2000 outdoor	1	sensormatic speeddome
gg) TE-67nt-1n00	2	metastat
hh) nu-net301-0	1	network card
ii) va-7152-1001	1	valve actuator
jj) he-6300-2	1	humidity sensor
kk) rh2b-uac24l	1	control relay
ll) dpt-2015-2	1	d.p. transmitter
mm) s300-rdr2	2	reader circuit board
nn) ck720-cpu	1	ck720 cpu board
oo) l75-g-2w	1	prox reader long range
pp) l77-g-2w	2	prox reader wall mount

qq) l73-g-2w	2	prox reader wall mount
rr) l71-g-2w	2	prox reader fram mount
ss) te-1100-17	2	electronic temp element
tt) pet-101	2	pressure to electric
uu) p32ac-2	3	pressure differential
vv) te-1900-1	2	wall temperature element
ww) t4002	5	room thermostat
xx) a4000	3	air filters
yy) r2090	2	reversing relays
zz) pl0	3	pressure electric solenoids
aaa) v11	3	electric pressure solenoids
bbb) t-5800	1	receiver controller
ccc) t-5410	1	temperature transmitter
ddd) rp908	1	receiver controller

2.2. Pneumatic Temperature Controls

2.2.1. Air compressors

A. Monthly Preventive Maintenance

- 1) Check oil level
- 2) Check operation temperature of compressors
- 3) Complete visual and audible inspection of units
- 4) Clean surface (if needed)

B. Quarterly Preventive Maintenance

- 1) Drain tank(s) and check trap(s) for clogs
- 2) Change oil and check for proper oil pressure
- 3) Check belt(s) and sheaves and change as required
- 4) Change suction filters
- 5) Verify correct operation of unloader(s) and check valve(s) and repair as needed
- 6) Check high pressure safety valve(s) and repair as required
- 7) Check motor operating conditions, starters and alternators shall be checked as needed
- 8) Check PE switches and repair if change is required
- 9) Clean as required
- 10) Record compressor runtime, voltage and amp draw

2.2.2. Refrigerated Air Dryers

A. Quarterly Preventive Maintenance

- 1) Check refrigerant temperature
- 2) When there is a loss of refrigerant in the system, recharge the system with proper refrigerant charge.
- 3) Clean condenser and cover grills
- 4) Check drain trap and bypass valves, repair or change as required
- 5) Clean as required

2.2.3. Filter and Pressure Reducing Stations

A. Quarterly Preventive Maintenance

- 1) Check particle filter (change as required)
- 2) Check oil filter (change as required)
- 3) Check pressure reducing valve settings (adjust if necessary)
- 4) Check high pressure safety valve and calibrate or repair as required
- 5) Check low pressure safety valve and calibrate or repair as required

2.2.4. Boiler, chiller, convertor, air handlers, pump and zone controls factory mounted control packages are included in this project, as well as field installed control packages:

A. Semi-Annually

- 1) Calibrate all controllers and repair as required
- 2) Calibrate all transmitters and receiver gauges and repair as required
- 3) Check and set all PE switches, repair if required
- 4) Check all control valves (calibrate or repair actuators if necessary)
- 5) Check all positive positioning devices (calibrate or repair if necessary)
- 6) Check all auxiliary devices (calibrate or repair if necessary)

2.2.5. Fan systems and HVAC unit controls

A. Semi-Annually

- 1) Verify proper sequence of operation
- 2) Check all dampers and lubricate and repair or replace damper actuators as needed
- 3) Check positive positioning devices (calibrate or repair if necessary)
- 4) Check all control valves (calibrate, repair, or replace actuators if necessary)
- 5) Calibrate all controllers, repair or replace as required
- 6) Calibrate all transmitters and receiver gauges, repair or replace as required
- 7) Check all solenoid air valves, PE switches, and air valves (calibrate, repair or replace if necessary)
- 8) Check all auxiliary control devices (calibrate, repair or replace if necessary)

2.2.6. Panels

A. Semi-Annually

- 1) Clean/wipe down panel face and panel interior
- 2) Replace inoperative switches and pilot lights

2.2.7. Room/terminal unit controls and mixing box controls

A. Semi-Annually

- 1) Check all controls valves and gauges (calibrate, repair if necessary)
- 2) Check operation of all dampers and lubricate
- 3) Check all PE switches, solenoid air valves and limit control (calibrate, repair or replace if necessary)
- 4) Check operation of all auxiliary devices, repair or replace as required
- 5) Check volume controllers and actuators, and repair as needed (calibrate or replace as necessary).

2.3. Refrigerant Monitors

2.3.1. Annual inspections

- A. Calibrate the monitor and repair or replace as required
- B. Clean the cabinets and internal components
- C. Inspect internal components for:
 - 1) Loose connections
 - 2) Overheated or charred connections
 - 3) Distorted or leaking components
 - 4) Discolored components

2.4. Fire Alarm System

2.4.1. Local protective signaling systems, non-multiplexed control panels service schedule for fire protection and alarm:

A. Semi-annually Inspections

- 1) Notify owner and the fire department of fire alarm system test; obtain keys and ladder; disconnect extinguishment system (Halon, CO²), fans, dampers, elevators, etc.
- 2) Temporarily deactivate signal circuits on control panel; simulate alarms on each zone; wipe down front of panel and vacuum inside; perform lamp tests; measure voltages; restore signal circuits.
- 3) Acknowledge calls initiated from each remote fire phone location reset system; clean and wipe down.
- 4) Restore extinguishment system (Halon, CO²), fans dampers, elevator circuits, etc; notify all related personnel and fire department when testing is complete; provide written report to owner on system test(s) and advise of any damage, malfunctions or evidence of vandalism. Fire department must be notified if system is left inoperable or if additional repairs are required for the systems operation to comply with operating requirements of the local authority having jurisdiction.
- 5) Visually inspect graphic annunciation panel. Replace indicating lamps as necessary.
- 6) Disconnect trunk wires, verify standalone operation.

B. Annually Inspection

- 1) Measure battery voltage, check electrolyte level in non-sealed batteries; burnish battery terminals; coat terminals with protective grease; remove primary power and place batteries under load; return primary power and measure battery charge current.
- 2) Test audio amplifier supervision to verify trouble detection; check voice clarity and proper volume levels.

2.4.2. Local protective signaling systems, non-multiplexed field devices service schedule for fire protection and fire alarms:

A. Semi-annually

- 1) Visually inspect each remote enunciator; perform lamp test; test supervision; initiate trouble test to remote trouble indicator; test trouble ring back feature; clean and wipe down.
- 2) Visually inspect each manual station; initiate alarms and verify control panel; reset manual station and control panel.
- 3) Visually inspect one removable element thermal detector per control panel zone; operate detector contacts and verify alarms at control panel; reinstall element into detector and reset control panel.
- 4) Activate each restorable thermal detector by a rapid temperature increase; allow cooling; verifying operation and reset control panel.
- 5) Visually inspect each ceiling mounted smoke detector; clean chamber; activate detector with smoke, test mechanism or manufacturer approved aerosol testing agent; verify alarm at control panel and reset.
- 6) Perform flow test on the wet pipe sprinkler system.
- 7) Operation of water flow switches, fire sprinklers, flow indicators, speakers, phones, horns, alarms at control panel, and other functions needed to perform a full test shall be verified.
- 8) Close sprinkler gate valves and OSY valves; verify supervision alarm at control panel; return OSY and gate valves to open position clearing supervisory alarm.
- 9) Active magnetic door releases from control panel; visually inspect to verify operation; reactivate door holders at control panel and return door(s) to normal position.
- 10) Initiate call at remote fire phone; talk over phone system to operator to verify clarity; return phone to normal; wipe down and clean.
- 11) Visually inspect all audible/visual signals; activate and verify operation of each alarm signal; reset control panel.

- 12) Log the condition/activation of all devices in owner's log book.
- 13) Note: All field devices shall be identified by zone and a numbering sequence.

B. Annually

- 1) Perform sensitivity test on each area ionization smoke detector; adjust sensitivity if necessary.
- 2) Perform sensitivity test on each duct mounted detector adjust as necessary; clean sensing chamber and sampling tubes verify operation using test switch, smoke or manufacturer approved aerosol testing agent; verify alarm at control panel and reset.

2.5. Variable Frequency Drives (VFD)/Soft Starters

2.5.1. Semi-annually Inspection

- A. Clean all VFD motor starter panels and components.
- B. Verify cooling fan operation.
- C. Verify remote command operation.
- D. Lubricate the moving parts of each door contact.
- E. Inspect internal components for:
 - 1) Obvious damage
 - 2) Loose connectors
 - 3) Overheated or charred connections
 - 4) Distorted or leaking capacitors
 - 5) Discolored components
 - 6) Signs of vaporization, smudging or carbon tracking.
- F. Ensure proper power failure restart programming is programmed.
- G. Clean exterior surfaces

2.6. Security Camera Systems

2.6.1. Semi-annually

- A. Clean lens and internal components. Replace as needed.
- B. Check focus, gains, and iris adjustment. Adjust as needed.
- C. Inspect internal components for loose connections or obvious damage.
- D. Assure proper functioning of monitors, associated multiplexors, DVN's, VCR's, and all other associated equipment not listed herein.

2.7. Hi Voltage Distribution Systems

CAPITOL COMPLEX ELECTRICAL DISTRIBUTION: The Capitol complex is fed from two high voltage power distribution centers. Each power distribution center has 15.5kv main breakers and a number of 15.5kv distribution switches. Each building within the complex has redundant feeders that can be switched through the buildings tie switch or through the transformers A/B switches. 15.5kv transformers supply power to 480 volt switch gear within the buildings that feeds multiple buss risers (normal and emergency). From these buss risers a number of power distribution panels, step down transformers and sub panels supply power to all electrical and electronic devices, including the numerous styles of building and site exterior lighting, which are all protected by on site surge protection.

The contractor shall supply all material, labor, testing equipment and life safety equipment to repair replace and maintain the capitol complex electrical distribution system in its entirety.

2.7.1. Annually

- A. Coordinate electrical distribution shutdown with OSB representative.
- B. Open all circuits feeding distribution equipment.
- C. Lock/tag and ground all incoming electrical services.
- D. Clean and remove debris from cabinets and electrical source surfaces.
- E. Polish all electrical buss.
- F. Inspect all electrical surfaces.
- G. Inspect all electrical buss for damage and wear.
- H. Inspect all insulators for damage and wear.
- I. Inspect stress cones and lugs for damage.
- J. Inspect electrical cables for damage and correct seating.
- K. Inspect fuses for damage and correct seating.
- L. Inspect electrical cabinet for damage.
- M. Inspect all surfaces for moisture.
- N. Inspect all surfaces for signs of heat.
- O. Megg. unit supplying power.
- P. Megg. cables to equipment that power is supplied for.
- Q. Check oil level if applicable.

3. MECHANICAL SPECIFICATIONS

3.1. Air Handling Units

3.1.1. Quarterly Inspections (Every 3 months)

- A. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
- B. Replace all air filters.
- C. Check all chill water valves for proper operation.
- D. Check all controls and safety components for proper operation.
- E. Inspect water lines for leaks and corrosion. Tighten all connections and repair leaks.
- F. Check fan blades for dust buildup and clean if necessary.
- G. Lubricate AHU bearings as necessary and sparingly (do not over grease).
- H. Flush and clean condensate pans and drains with an appropriate EPA approved solution. Treat condensate with an EPA approved biocide (as necessary).
- I. Check belts for wear and cracks, adjust tension or alignment, and replace belts as necessary. Multi-belt drives shall only be replaced with matched sets.
- J. Insure that the belt guard is in place and secure.
- K. Record ΔT across the evaporator.
- L. Clean up work area.
- M. Motor Task:
- N. Check all electrical components and damaged wiring in unit's control panel, repair if necessary.
 - 1) Check ventilation ports for soil accumulation, clean if necessary.
 - 2) Lubricate bearings as required.
 - 3) Check hold down bolts for tightness.

3.1.2. Annual Inspections

- A. Perform all AHU Quarterly Inspections task.
- B. Clean coils and remove soil and scale (as necessary).
- C. Check condition of heating element. Clean steam coils if applicable.

3.2. Boilers

3.2.1. Monthly

- A. Rotate boilers if more than 1 boiler is located @ facility.
- B. Cycle boiler to check operating controller.
- C. Clean boiler room of debris.
- D. Check system for leaks.

3.2.2. Semi-annual

- A. Test all safety controls for proper operation.
- B. Check gas pressure.
- C. Tune up boiler to factory specs for maximum efficiency.

3.2.3. Annual Inspections

- A. Check and replace worn or damaged insulation. Repair the damage and remove the debris. If insulation contains asbestos, follow the asbestos management plan for isolation, notification, work practice and waste disposal.
- B. Determine if there is ample provision for expansion between the sections.
- C. Check for excessive rust build-up between sections (cast iron type).
- D. Examine all steam and water line to controls to determine that they are clear of scale and arranged to insure proper control operations.
- E. Check low water and high water cut-outs for proper operation.
- F. Check operation of all gas controls and valves including: manual gas shutoff; petal gas regulator; safety shutoff valve (solenoid); automatic gas valve; petal solenoid valve; butterfly gas valve, motor, and linkage to air louver; safety petal solenoid (if used).
- G. Draft regulators should give slightly negative pressure in the combustion chamber at maximum input.
- H. On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.
- I. Take flue gas readings to determine the boiler efficiency. Use the manufacturer's instructions if available.
- J. Satisfactory operation and adjustments should conform to manufacturer's instructions.

3.3. Chillers

3.3.1. Reciprocating. Type Chillers

A. Annuals Inspections

- 1) Check and tighten all electrical connections
- 2) Check purge motor belt
- 3) Check purge sight glass
- 4) Log unit temperatures, set points and pressures
- 5) Check starter, clean contacts
- 6) Check oil heater
- 7) Clean area around equipment
- 8) Check refrigerant charge
- 9) Meg motor windings main motor and oil pump
- 10) Perform oil analysis
- 11) Sequence chiller controls and perform diagnostics test on Micro processor
- 12) Check control set points
- 13) Calibrate controls and safeties
- 14) Check drive coupling
- 15) Conduct refrigerant leak check and repair all leaks

- 16) Lubricate motor bearings
- 17) Lubricate purge motor
- 18) Brush condenser tubes or clean condenser coil
- 19) Brush evaporator tubes

3.3.2. Screw Type Chillers

A. Annuals Inspections

- 1) Lubricate equipment as needed
- 2) Conduct refrigerant leak check and repair all leaks
- 3) Calibrate all controls
- 4) Inspect contactors
- 5) Tighten all electrical connections
- 6) Check starter wiring and contacts
- 7) Check gauges/indicator lights
- 8) Calibrate motor amps and volts
- 9) Review and evaluate log readings
- 10) Replace oil filter
- 11) Replace all refrigerant filters
- 12) Lubricate equipment as required
- 13) Brush condenser tubes
- 14) Brush cooler tubes
- 15) Have a refrigerant and oil analyses done and provide OSB with report
- 16) Change compressor oil
- 17) Check starter
- 18) Meg compressor motor
- 19) Water sample and analysis
- 20) Clean up work station
- 21) Report to agency representative prior

3.3.3. Centrifugal Type Chillers

A. Annuals Inspections

- 1) Review logs for operational problems and trends
- 2) Mechanically brush tubes
- 3) Complete maintenance checklist, report observations to OSB personnel
- 4) Conduct refrigerant leak check and repair all leaks
- 5) Meg OHM test compressor motor(s)
- 6) Have a refrigerant and oil analyses done and provide OSB with report
- 7) Replace all refrigerant filters
- 8) Replace all oil filter
- 9) Check vane operation
- 10) Check compressor oil level(s)
- 11) Check refrigerant Charge. Charge chiller with refrigerant as needed
- 12) Inspect starter
- 13) Check crankcase heater
- 14) Check and tighten all electrical connections
- 15) Check all safeties
- 16) Check operation of all controls/Micro Processor
- 17) Check for unusual noise and vibration
- 18) Check overall condition of unit
- 19) Clean area around equipment
- 20) Complete maintenance checklist
- 21) Record and report abnormal conditions, measurements taken, etc.

3.4. Computer Room Units

3.4.1. Quarterly Inspections (Every 3 months)

- A. Check all chill water valves for proper operation
- B. Check reheat coil for proper operations (if applicable).
- C. Humidistat activates humidifier (if applicable).
- D. Check all controls and safety components for proper operation.
- E. Clean and flush condensate pans, drains and paint as needed.
- F. Check condition of heating element. Clean steam coils if applicable.
- G. Inspect water lines for leaks and corrosion. Tighten all connections and repair leaks.
- H. Check belts for cracks and deterioration and replace if needed.
- I. Check filters and replace as necessary.
- J. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
- K. Check condensate drain and condensate pan clean if necessary.
- L. Install new filters.
- M. Inspect motor and shaft pulleys for wear & alignment.
- N. Inspect belt condition, replace or adjust tension as needed.
- O. Insure that the belt guard is in place and secure.
- P. Check condenser unit and record any unusual noise, vibration, corrosion, and structural damage.
- Q. Check all electrical components and damaged wiring in unit's control panel, repair if necessary.
- R. Check condenser fan blades for stress cracks and balance.
- S. Clean and flush condensers coils.
- T. Clean and inspect water strainers on the water-cooled condenser.
- U. Inspect unit for refrigerant and oil leaks.
- V. Check and record compressor oil level in sight glass if available.
- W. Record if sight glass has bubbles.
- X. Check and record compressor suction pressure.
- Y. Check and record compressor suction line temp.
- Z. Record suction superheat.
- AA. Check and record compressor discharge pressure.
- BB. Check and record compressor liquid line temp.
- CC. Record liquid line sub cool.
- DD. Check operation of crankcase heater.
- EE. Record ΔT across the evaporator.
- FF. Clean and secure the work area.

3.5. Walk In/Reach In Coolers

3.5.1. Quarterly Inspections (Every 3 months)

- A. Wash coil with coil cleaning solution. Rinse and neutralize (cleaning solution) in accordance with manufacturer's recommendations.
- B. Check all refrigeration lines for support and signs of wear.
- C. Thoroughly inspect and clean interior and exterior of machine.
- D. Check refrigerant levels and recharge if needed.
- E. Check fan blades for dust buildup and clean if necessary.
- F. Check fan blades and moving parts for excessive wear.
- G. Check compressor oil level (non-hermetically sealed units only) if compressor is equipped with a sight glass.
- H. Run machine with service gauge manifold attached, checking action of controls, relays, switches, etc.

- 1) Compressor(s) run at proper settings.
 - 2) Controls activate properly.
 - 3) Controls activate unit.
 - 4) Suction and discharge pressures are proper.
- I. Check setting on controls and return to normal operation.
- J. Clean up the work area and properly dispose of debris and waste.

3.6. Cooling Towers

3.6.1. Annual

- A. Inspect belts, pulleys for excessive wear or cracking, alignment, vibration, looseness, surface glazing, tension. Replace worn belts as required.
- B. Shut down, drain and flush the cooling tower with water. Isolate the cooling tower from the rest of the condenser water system where applicable.
- C. Clean the wet deck, remove all debris, and dispose of properly. If the wet deck panels contains asbestos, follow the asbestos management plan for isolation, notification, work practice, and waste disposal.
- D. Inspect the tower, the tower basin and holding tank for sediment and sludge, and any biological growth.
- E. Using low pressure water hose or brushes, clean the tower, floor, sump, fill spray pans and nozzles and removable components such as access hatches, ball float, and other fittings until all surfaces are clean and free of loose material.
- F. Clean all system strainers, and strainer housings.
- G. Adjust bleed, float, and central valve for desired water level.
- H. Check fan blades for stress cracks and imbalance.
- I. Inspect gear box for wear and replace lubricant.
- J. Motor Tasks
 - 1) Check ventilation ports for soil accumulation, clean if necessary.
 - 2) Lubricate bearings as required
 - 3) Check hold down bolts for tightness.

3.7. Direct Expansion (D/X) Units

3.7.1. Quarterly Inspections (Every 3 months)

- A. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
- B. Check condensate drain and condensate pan clean if necessary.
- C. Install new filters.
- D. Inspect motor and shaft pulleys for wear & alignment.
- E. Inspect belt condition, replace or adjust tension as needed.
- F. Insure that the belt guard is in place and secure.
- G. Clean up and secure work area.
- H. Check condenser unit and record any unusual noise, vibration, corrosion, and structural damage.
- I. Check all electrical components and damaged wiring in unit's control panel, repair if necessary.
- J. Check condenser fan blades for stress cracks and balance.
- K. Clean and flush condensers coils.
- L. Clean and inspect water strainers on the water-cooled condenser.
- M. Inspect unit for refrigerant and oil leaks.
- N. Check and record compressor oil level in sight glass if available.
- O. Record if sight glass has bubbles.

- P. Check and record compressor suction pressure.
- Q. Check and record compressor suction line temp.
- R. Record suction superheat.
- S. Check and record compressor discharge pressure.
- T. Check and record compressor liquid line temp.
- U. Record liquid line sub cool.
- V. Check operation of crankcase heater.
- W. Record ΔT across the evaporator.
- X. Clean and secure the work area.

3.7.2. Bi-Annual (Every 6 months)

- A. Perform all DX Unit Quarterly Inspections task.
- B. Clean evaporator/cooling and reheat coils. Use fin comb if needed to straighten fins.
- C. Clean and lubricate/grease AHU motor and squirrel cage fan(s). Check alignment of motor and fan.
- D. Grease AHU bearings and check for excessive wear.
- E. Check belt tension and condition. Adjust or replace as required.

3.8. Elevators

3.8.1. General Specifications (All Elevators)

- A. Examine periodically all safety devices and governors and conduct a no-load test annually for all elevators. Every five (5) years, but at a minimum of once during the base three (3) years contract period, perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to the Office of State Buildings within thirty (30) days for the date the test was made. The report shall include: machine number, manufacturer, type governor, condition, tripping speed, type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with the current ASME A17.
 - 1. All 5 year full load test must be witnessed by the state inspection service contractor. Each visit to the building must be documented and signed (with printed name and signature), by a designated OSB representative.
- B. Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, the following items for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. Contractor shall maintain an up to date inventory of all spare parts by part number in steel cabinets on the jobsite. The following are the list of parts to be stored on site for each type of covered by these specifications:
 - 1) Coils, minimum of one (1) for each type relay contractor used.
 - 2) Contract; minimum of three (3) for each type used
 - 3) Conductor; a supply for each type used.
 - 4) Motor brushes; minimum of one set for each type used.
 - 5) Supply of lubricants for each requirement.
 - 6) Supply of fuses.
 - 7) Interlock rollers and contacts; minimum of two (2) each.
 - 8) Car and hoistway door hanger rollers; minimum of two (2) each type.
 - 9) Car and hoistway door gibs, minimum of one (1) set each type.

- 10) Car and hoistway door closer parts (springs, spirators, etc.)
 - 11) Door operator belts, chains and brushes; minimum of one (1) set each type.
 - 12) Door operator drive block, clutch rollers, and fingers; minimum of one (1) set each type.
 - 13) Photo electric tube, minimum of one (1) each type.
 - 14) Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include microprocessor boards.
 - 15) Solid state timers and printed circuit regulator board, minimum of one (1) each type.
 - 16) Saf-t-edge pivot arm assembly and switch; minimum of one (1) each type.
 - 17) Signal fixture lamps; minimum of five (5) each type.
 - 18) Selector cams and contact assembly; minimum of one (1) each type.
 - 19) Brake contact; minimum of one (1) of each type.
 - 20) Normal renewal parts peculiar to equipment covered by this specification.
 - 21) *Supply of selector tapes to handle highest rise.
 - 22) Roller guides and gibbs for car and counterweight
 - 23) *power supplies and pre-amplifies for electronic proximity device.
 - 24) *Car and hoistway door shields.
 - 25) *Car door electric eye photo cell replacement units.
 - 26) Complete car door safety edge (mechanical).
 - 27) *Transformers and rectifiers for all controller power supplies.
 - 28) *Door operator motors for each type used.
 - 29) *Door operator gear reduction units for each type used.
 - 30) Controller and selector coils for each type used.
 - 31) Component parts, including contracts, for each type switch.
 - 32) Car and hall buttons, including electronic, with contacts for each type used.
 - 33) *Hatch switch cams supports to handle highest rise.
 - 34) Replacement relay for each type used.
 - 35) *Selector drive motor.
 - 36) *Geared machine break shoe and lining assembly; minimum of one (1) set for each type.
 - 37) Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for type used.
 - 38) *Dash pot and thermal overloads; minimum of one (1) each type.
 - 39) *Hydraulic valves parts, gaskets, "o" rings and hoses; minimum of one (1) for each type used.
Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
 - 40) *Bearings for each type used.
 - 41) *Transformers and rectifiers for all controller power supplies.
 - 42) *Hydraulic fluid (1 10 gallons) as per original equipment manufacturers Lubrication specifications.
 - 43) Microprocessor diagnostic tool (if microprocessor controlled)
- * These parts may be warehoused at approved location near jobsite.**
- C. The following replacement parts are to be available and ready for immediate delivery to the building within twenty-four (24) hours: The FMP will be allowed seven (7) days to complete repairs.
- 1) Rotating elements for each type and size used
 - 2) Stators for each type used
 - 3) Brake coils for each type and size used
 - 4) One complete set or step chains
 - 5) One complete set of escalator tracks
 - 6) One solid state power converter
- D. Where any of the parts listed are not required, these may be deleted. The contractor hereby agrees to allow the facility's authorized person to visit the contractor's parts storage facilities on the effective start date of this contract so as to make certain that the inventory is complete and in compliance with the terms set forth.

- E. It is understood that parts required to be maintained on the premises remain the property and responsibility of the contractor.
- F. It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals and anything less will place the contractor in default. A log sheet shall be furnished for Office of State Buildings and owner's record and follow-ups. All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures. Inspections shall be made within two (2) days of schedule.

<u>Type Vertical Transportation</u>	<u>Frequency</u>
Gearless Elevators	Weekly
Geared Elevators	Semi-Monthly
Hydraulic Elevators	Semi-Monthly
Cleaning of Hoist-ways	Each Year
Cleaning of Well-ways	Each Year
Tests current ASME A17. 1	As Required

3.8.2. Geared Passenger Elevators

A. Minimum service checks, oil, or adjustments:

- 1) Weekly: Ride each car, check operation and correct any problems found.
- 2) Every two weeks: Observe operation of control, selector, machine, brake, motor, mg set; clean and adjust as needed. Check lubrication of machine, motor, mg set, and overhead sheaves.
- 3) Every four weeks: Check lubrication of door operators and selectors.
- 4) Every 13 weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoistway doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.
- 5) Every 26 weeks: Lubricate (graphite/slip it) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine saf-t-edge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.
- 6) Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoistway switches, controller's selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Full break check, oil, and adjustment, check worm and gear clearance.
- 7) Other: Machine should be drained, flushed, and refilled each year and half, and the door operator gear case every 4 years.

B. Door and door operation: Frequency of inspection and adjustment shall be covered hereinafter:

- 1) Car and hoistway doors: Clean and lubricate track and hangers as needed. Check back-plate and hanger to door fastenings, and relating devices, to insure tightness. Check up-thrust adjustment and fastening (normal 0.010" to track), should clearance exceed 0.035" "it is to be readjusted. Check and lubricate the door closing device, check fastening, set closing adjustment to permit the doors to close without power and without interfering with the action of the saf-t-edge during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8" but preferable less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4" or ore. Check and tighten non-vision wings or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2" or less from being fully closed.
- 2) Car Door Safety Device should be checked quarterly for freedom of movement to permit it to operate with even a minor glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action

should be such that reversal of the door movement will occur at such a point or before the leading edge or the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge. Action contact line of edge should be free of cuts and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code Requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements.

- 3) Door operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal with in travel and to avoid drift after the saf-t-edge has been activated.

C. Control:

- 1) Regular inspection and adjustment as outlined herein. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. After turning off electrical power, check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion, pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overloads and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.
- 2) Selector: Operation should be observed every two weeks, lubricating the traveling nut carriage bearings, cams, and shafts as needed, and the ball bearings, hinge pins and lever pins, and the leveling switch magnet cores ever 6 months, with the leveling switch rollers to be lubricated every 2 months. Tapes should be lubricated every 3 months and cleaned as required.

D. Machine Motors, and Motor Generator Sets:

- 1) Machine bearings should be checked every two weeks for oil leakage, properly disposing of the oil which has dropped from the worm gland (some oil leakage at the gland prevents galling the work shaft) check the work gear clearance at the time the break is dismantled by turning the brake drum to see how far it may be moved before drive sheave moves. On machines which can be reset, gear or worm may have to be recalibrated which should be done on those machines where the movement is 1/2 to 1". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no longer lower the gear, gear rock cannot be eliminated, and the replacement is inevitable. (Worms and gears are not shelf items and require 3 to 6 months lead time). Clean,

flush, and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be re-grooved but never so deep that the metal below the groove is less than 1/2". In the event cutting the groove might be getting close to the 1/2" minimum the sheave should be replaced.

- 2) Machine Brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125 % of full load and was so set at initial adjustment. To retain this setting compressed length of the break springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the break pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
- 3) Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will result in excessive wear on the commutator bars and eventually require turning and undercutting. Blow out yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burn out and fire. It must be reinforced that coils in stock can get brittle and their insulation should be examined and restored as needed.

E. Hoistway Equipment:

- 1) Car and corridor stations: Should be opened up each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight and secure.
- 2) Hoist-way Switches: Should be checked for contact pressure, wear, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- 3) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.
- 4) Overhead Deflector Sheaves: Check lubrication and grooves annually, with the same stipulation to re-grooving and groove depth as for drive sheaves.
- 5) Guide rails and roller guides: Should be cleaned annually, roller guides adjusted to rail where this is applicable, check guide oilers and refill as required where they are used. Should a safety have set for any reason, rail should be examined carefully for possible scoring and filed as needed.
- 6) Cables: Should be examined every 13 weeks. Control cables for cover deterioration which may be corrected by re-taping unless the individual wire insulation is affected or major portions of the cover are brittle. If wires are exposed, the traveling conductors or control cables should be replaced. When re-taping a portion of a control cable, it should be done in such a manner that the ends of the tape do not become loose and hang down where they may become caught on an object in the hoistway. Guards or pads may be required to cover points which may cause traveling conductor abrasion. If this precaution is taken after the original survey an expensive replacement and time consuming repair may be avoided. Governor and hoist cables (hoist ropes) should be examined for breaks, particularly in the valley of the cable or rope which could indicate internal breakage and ultimate strand separation. Hoist cables (hoist ropes) may need cleaning and on occasion dressing with rope lubricant. Governor cables (governor ropes) should not be lubricated so as to assure consistent setting of the governor trip. If there is any sign of any deterioration of the governor rope, a new rope should be installed and the safety device tested to be certain that the new rope functions properly.

3.8.3. Other geared units:

A. Minimum expected periodic servicing, checking and adjustments.

- 1) Every two weeks: Ride the car, observe operation of control, machine, brake and motor. Clean and adjust as needed, check lubrication of machine and motor.
- 2) Every 13 weeks: Test and record rectifier-voltages of control supply, normal landing switches and door operator.
- 3) Every 26 weeks: Check governor and governor tail sheave lubrication, all cables, adjust and lubricate as required. Clean and examine saf-t-edge, guide shoes, lubricate and adjust as needed.
- 4) Every 52 weeks: Clean oil and adjust all door hangers, check all control switches in hatch, including car and corridor stations. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight.
- 5) Other: Machine bearings should be drained, flushed and refilled every two years and the door operator every 4 years.

B. Doors and door operation: Frequency of inspections and adjustment shall be as herein specified.

- 1) Car and Hoistway Doors: Clean and lubricate tract and hangers as needed. Check back-plate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035", it should be adjusted. Check tightness of relating devices. Doors interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the door to locking position within 1" "to 1 1/2" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.
- 2) Saf-t-edge: Device should be checked semi-annually for freedom of movement to permit it to operate with even a minor glancing blow, but not sloppy permitting it to rub against door. Where retractable projection is used at the opening it should be slight but permit the door to be held open with a slight pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at before the complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable, and retracting cable, where used, should be held clear of snagging on other moving parts.
- 3) Door Operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five years. Opening motion should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the saf-t-edge as above without further drift.

C. Control:

- 1) Regular inspection and adjustments as outlined above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off; testing contract pressure and wipe, as well as friction were relays appear sluggish. After turning off electrical power, check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier

voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should the condition be beyond correction, they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overloads and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment.

D. Machine Bearings and Motors:

- 1) Machine Bearings: Should be checked every three weeks for oil leakage, properly disposing of oil which has dripped from worm gland (some oil seepage at the gland prevents galling worm shaft). Check worm and gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may move before the drive sheave moves. On machines which can be reset, gear should be lowered when this movement exceeds 1/4" the movement exceeds this value, gear or worm may have to be re-operated which should be done on those machines where the movement is 1/2" to 1" " , i.e., when clearance between worm and (normally 0.005") exceeds 0.075" rock is virtually impossible to take out by reoperation and can only worsen. Also note when clearance can no longer be taken up as we can no longer lower the gear, gear rock and replacement is inevitable. (worms and gears are not shelf items and require 3 to 6 months lead time). Clean, flush and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be re-grooved but never if the re-grooving will approach the depth of leaving less than 1/2" of solid metal below the groove.
- 2) Machine Bearings: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125 % of full load and was so set as initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before the wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.

E. Motor MG Sets: Check bearings for heating and lubrication every two weeks. Care should be exercised in brush wear and the type brushes used. Blow the units out yearly, insulation, and repaint with insulating varnish every three years. Dry and brittle insulation may result in a burn out and fire. It must be reinforced that coils in stock can get brittle and their insulation should be examined and restored as needed.

F. Hoist-way Equipment:

- 1) Hoistway Switches: Should be checked for contact pressure, wear and wipe quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- 2) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed and refilled.
- 3) Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving as groove depths for drive sheaves.
- 4) Guide rails and roller guides: Should be cleaned and checked annually, roller guides adjusted to rail where this is applicable. Check guide oilers and fill as required where they are used. Should a safety have set for any reason, rails should be examined carefully for possible

scoring.

- 5) Car and Corridor Stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure and wear. All connections should be checked to see that they are tight.
- 6) Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. When re-taping, care should be taken to secure the ends so that they do not hang on hoistway equipment. Guards may be required to cover points which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable, which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry in order to assure consistent setting should the governor trip.

3.8.4. Gearless Traction with Group Supervisory Control

A. Weekly Specific Equipment Performance Standards:

- 1) Door Operator: The door closing speed must be within the limits of the current ASME A17.1 Elevator Safety Code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1" floor or lobby call, doors can be set to close, 4 to 7 seconds after the last person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors.
- 2) If Load Weighing Is Used For Dispatching: (Use percentage of load for dispatching)
- 3) Nudging: Effective after 20 seconds +/- 10%, depending on traffic patterns. The doors should close, with a buzzer sounding, stopping only when the safety edge is collapsed and then the doors should not reopen. If the manufacturer's manual has specific procedures, then the manual should be followed.
- 4) Call Response Time: The nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible and the cause should be investigated. If all cars are not running during any peak period, then the reason should be investigated.
- 5) The Elevator Contractor shall perform all tests as required by ASME A17.1 Elevator Safety Code.
- 6) The contractor will be expected to make all corrections on the inspection report within 30 days of receipt of the report.
- 7) Floor Levels: The car is to be level in accordance with manufacturer's specifications, but in no case shall the unit be out of level over + or - (1/4") one-fourth of an inch.

B. Minimum expected periodic servicing, checking, oiling, and adjustments.

- 1) Weekly: Ride car, check operation and correct problems found.
- 2) Every Two Weeks: Observe operation of control, machine, brake motor, and mg set, clean and adjust as needed. Check lubrication of machine motor and mg set.
- 3) Every 13 Weeks: Check call response of supervisory control, test and record rectifier voltages of supply, governor and governor tail sheave, normal landing switches, door operator, door operation, car doors and then first and basement hoist way door adjustment, check all cables, adjust, correct and lubricate as required.
- 4) Every 26 weeks: Clean and examine Saf-T-Edge, roller guide shoes, lubricate, adjust and correct as necessary.
- 5) Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoist way switches, control and relay panels, all electrical connections should be checked to see that they remain tight, clean and check hoist way doors 2nd through top floor, check all safety equipment to see if operates freely, lubricate and adjust as needed. Full brake check, oil and adjustment.

- 6) Other: Machine bearings should be drained; oil leaks sealed, flushed and refilled each year. The door operator gear case should be drained, flushed and refilled every five years.

C. Doors and Door Operation:

- 1) Car and Hoist way Doors: Clean and lubricate track and hangers as needed. Check back plate and hanger to door fastenings, and relating devices to insure tightness. Check up-thrust adjustment and fastenings (nominal 0.010" to track), clearance should exceed 0.035" it should be adjusted. Door relating cables should be taunt enough that they do not sag in normal opening and closing of the doors but provide some flexibility in door reversal to reduce the shock of reversal on the door hanger cables and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check and tighten non-vision wings or signet guards at each inspection. Check spirator adjustment to insure that doors will close without any aid or power applied yet not interfere with saf-t-edge reopening action. Car door contact should be set to prevent car movement unless the door is 2" or less from full closure.
- 2) Car Door Safety Device should be checked quarterly for freedom of movement which will allow the safety device to operate with even a minor glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge or the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge. action contact line of edge should be free of cuts and bulges. Control contact cable and retracting cable, when used, should be held clear of sagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements. Door Operation: Should be checked at least quarterly, cleaned and adjusted as required. It is important that the effect of adjustment be recognized as well as the possible interference of the safety edge as the line of projection reaches the target limits. Each scheduled inspection should include a thorough check of the ray focus and intensity under varying movement of the doors and their attachments. Check and record time settings.
- 3) Door Operator: Check, lubricate, and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit drained, flushed and refilled within five years. Opening motion should be at design speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in opening action as the door reaches full open position. Any drag at this position can prevent full opening of the door and drop out of the opening relay, preventing the door from closing. Closing time should be adjusted to that given herein above. Closing adjustment should permit door reversal within travel of the saf-t-edge as above and without further drift.

D. Control:

- 1) Regular inspection and adjustment as outlined herein above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch-up and adjustment suggested by these observations can frequently avoid drift off or adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays by touch for overheating. This should be done particularly for relays in the circuits where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient,

they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the relay cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overloads and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

- 2) Group Supervisory Control: Should be checked quarterly for operation as in the individual car control. In addition the maintenance man should check the response time to corridor calls, this should be done by checking the time of call cancellation or a series of calls during a heavy service period, making sure that most fall within the nominal times given under performance standards. In the event the system is not busy, up and down relays may be actuated from the board. In this case the time checks should be toward the lower end of the nominal time. Make sure that all cars are in service by, if necessary, placing car calls to start the mg set of each elevator. Should the response times be sluggish (above the nominal) with all cars running, it may be necessary to check all adjustments, even those required annually under performance expectations.
- 3) Machine Bearings, Motors, and Motor Generator Sets:
- 4) Machine bearings: Should be checked every two weeks for oil leakage. Motor fields should be checked for insulation, overheating. Commutators should be checked for burning and arcing. Brushes should be made of a grade that will provide good commutation without cutting or scoring.
- 5) Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load. To retain this setting, the compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the brake drum could be scored. Check operation armature and its guide for excessive wear to avoid erratic brake operation.
- 6) Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear and the type brushes used. Blow out yearly, check insulation of coils and apply insulation paint every three years. Dry and brittle insulation can result in burn out and fire. It should be reinforced that coils in stock can get brittle and their insulation should be examined and restored as needed.

E. Hoist way Equipment:

- 1) Hoist way switches: Should be checked for contact pressure, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- 2) Safety Equipment: Should be checked for freedom of movement, set by hand yearly and lubricated as required, with governor and its tension sheaves lubricated each quarter, and oil buffers should be checked for oil level yearly. Note: Should the water level in the elevator pit rise above the oil reservoir, buffers should be drained, flushed and refilled.
- 3) Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.
- 4) Guide Rails and Roller Guides: Should be cleaned annually, and roller guides adjusted to rail where this is applicable. Check guide oilers, where they are used, and oil as required. Should a safety have set for any reason, rails should be examined carefully for possible scoring and filed where necessary to restore a smooth surface.
- 5) Car and corridor stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
- 6) Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. Guards may be required to cover points which may cause traveling cable abrasion. Governor cables and hoist cables/ropes should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning, and on occasion, added lubricant (rope dressing). Governor cables should not be lubricated in order to assure consistent setting should the governor trip.

3.8.5. Hydraulic Passenger Elevators

A. Minimum expected periodic servicing, checking oiling, and adjustments:

- 1) Every two weeks: Ride the car and observe operation; adjust in tank with car at top.
- 2) Every 13 weeks: Check adjustment of car doors and door operator - adjust if needed; check landing switches; check guide lubricators and lubricate.
- 3) Every 26 weeks: Clean and examine saf-t-edge, door guides and fastenings.
- 4) Every 52 weeks: Clean, oil and adjust all hoist-way doors, check all control switches car and corridor stations. Check and make sure that all electrical connections are tight.
- 5) Other: Every five years consideration should be given to the need for oil filtration or replacement. If it is dirty, change the oil, you are being paid to maintain the equipment.

B. Doors and operation - Frequency of inspection and adjustment briefly covered above;

- 1) Car and hoist-way doors: Clean and lubricate track and hangers as needed. Check Back-plate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastenings (normal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they will not sag in normal operation of opening and closing but provide some flexibility in door reversal to reduce the shock of reversal on the cable fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision or sight guards at each inspection. Car door contact should be adjusted to prevent the movement of the car unless the car door is 2" or less from full closure.
- 2) Car Door Safety Device should be checked quarterly from freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before

the leading edge or the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge. Action contact line of edge should be free of cuts and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging other moving parts. Maintain car door kinetic energy and door pressure within ASME A17.1 Code Requirements at all times. Electronic door detectors are to be set to fault to the open position. Maintain door nudging within ASME A17.1 Code requirements.

- 3) Door operator: Check, lubricate and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit cleaned, flushed and refilled within every five years. Opening motion should be at designated speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this point can prevent full opening of the door and drop out of the opening relay preventing the door closing. Closing time should be adjusted to the requirements of ASME A17.1 code, considering the weight and speed's effect on the kinetic energy developed. Closing adjustment should permit door reversal within travel of the saf-t-edge, as described above and without drift.

C. Controls:

- 1) Regular inspection and adjustments as outlined in the above. The effects of control fault can most easily be detected from individually car operation by riding the unit and observing the operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked and compared with the posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overloads and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

D. Valve and power unit:

- 1) Valve adjustment is only required when trouble is encountered with control contact and valve coil failures, and is the first area to check. Strainer should be checked on a quarterly basis; with oil level checked each visit. The condition of the oil, clarity, color and odor should be checked each year or in the event of excessive leveling and speed adjustment problems. Any evidence of moisture in the oil suggests replacement, clarity, a cloudy oil should be filtered and the filtering sequence repeated at least once several days later to make sure the residual oil in the cylinder circulates and is also filtered. Change in odor or color suggests that a chemical analysis is needed. Check the condition of belts and their tension on the power unit on a quarterly basis. In the event oil is discovered by seeping through the packing re-introduced, the contractor is to check for clarity.
- 2) Motor: Check bearings for heating and lubrication every four weeks. Blow out yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burn and fire. It must be remembered that coils in motors that are in stock can get

brittle and their insulation should be examined and restored as needed.

E. Cupped Equipment:

- 1) Jack unit and piping: Plunger and guide bearing, packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and un-accessible wall lines in wall and ceiling are not an obligation of the contractor.
- 2) Cupped switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- 3) Guides and guide shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used they should be checked and lubricated as necessary, if there are sign or wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.
- 4) Car and corridor stations: Should be opened up each year for cleaning and switches each examined for positive action, contact pressure, wipe and wear. All connections should be checked to see that they are tight.

3.8.6. Hydraulic freight elevators, sidewalk lifts

A. Minimum expected periodic service, check and adjustment:

- 1) Every four weeks: Ride or move the unit while observing operation; adjusts as needed.
- 2) Every 13 weeks: Check freight doors and their operation and adjustment.
- 3) Every 52 weeks: Clean, oil and adjust all cupped doors, check control and control stations, make sure all electrical connections are tight. Check oil level and condition.

B. Freight Bi-Parting Doors: Check at frequency established above. Interlocks should be set so that latch will prevent door opening of no greater than 3/4" at any point. Car gates should prevent movement of the car unless the gate is within 2" or less of full closure. Check guide fastenings and maintain at least 1/2" to 1 "of track engagement. The side play of the door should be maintained at a minimum to avoid racking.

C. Control: Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.

D. Valves and Power Unit: Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis, with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color; suggest that a chemical analysis is needed. Check the condition if belts (if any) on the power unit semi-annually. Should oil seeped through packing be reintroduced, it should be checked for clarity.

E. Motor: Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blow out the motor on a yearly basis, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

F. Cupped Equipment:

G. Jack Unit and Piping: Plunger and guide bearings, packing gland, casing gasket, packing and piping system including valves should be checked semi-annually. Poor conditions and leaks should be corrected or repaired as needed. It is understood that the casing, underground piping, inaccessible wall lines in wall and ceiling are not the obligation of the contractor.

- 1) Guide Rails: Should be cleaned and checked annually. Check guide oilers (where they are used) and refill as required.

3.9. Energy Recovery Air Handling Unit (ERU)

3.9.1. Annual (Every 12 months)

A. Fan Task:

- 1) Insure all power is turned off
- 2) Check fan bolts and mounting for tightness. Tighten loose screws and bolts.
- 3) Remove belt cover and ensure that fan sheaves align properly with motor sheaves
- 4) Check fan set screw for tightness, retighten if necessary
- 5) Check fan shafts for dirt buildup, corrosion, cracks and any other signs of stress and fatigue
- 6) Lubricate fan bearings according to label decals that describe lubrication procedure and suggested lubricates

B. Motor Task:

- 1) Check ventilation ports for soil accumulation, clean if necessary.
- 2) Lubricate bearings as required
- 3) Check hold down bolts for tightness.

C. Cooling Coil Task:

- 1) Apply alkaline coil cleaner to thoroughly clean and brighten coils and fins

D. Humidifier Task:

- 1) Inspect all pipe connections to insure that they are tight and that no damage has occurred
- 2) Insure that steam supply corresponds to pressure stamped on humidifier
- 3) Check duct humid-stat to be sure that it functions properly
- 4) Insure that the fan interlock is installed and functions effectively so that humidifier will shut down automatically in the event of a power failure

E. Evaporative Cooler Task:

- 1) Open water valve and fill the tank with water
- 2) Make sure the float valve functions properly in the tank
- 3) Fill the pump sump with water and start pump, then stop pump. Restart pump several times to insure unit operates properly and automatically
- 4) Allow water to run through the media and saturate it. Turn on fans when complete
- 5) Open the constant bleed valve to insure some of the water in the tank drains constantly
- 6) Adjust the valve in the header supply pipe until the pressure gauge reads between 2 and 3 psi

F. Energy Wheel Task:

- 1) Lubricate rotor bearing at bearing grease points located on each side of rotor, a high grade nlgi no. 2 grease is recommended.

3.10. Exhaust Fans

3.10.1. Bi-Annual (Every 6 months)

- A. Check fan blades for dust buildup and clean if necessary.
- B. Check fan blades and moving parts for excessive wear. Clean as needed.
- C. Vacuum interior of unit if accessible. Clean exterior.
- D. Check belts for wear, adjust tension or alignment. Replace belts as necessary.
- E. Check structural members, vibration eliminators, and flexible connections.
- F. Remove all trash and clean area around fan.

3.11. Kitchen Hood Exhaust Systems

3.11.1. Bi-Annual (Every 6 months)

- A. Upon inspection, if found to be contaminated with deposits from grease-laden vapors, the entire exhaust system shall be cleaned by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction.
- B. Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal prior to surfaces becoming heavily contaminated with grease or oily sludge.
- C. At the start of the cleaning process, electrical switches that could be activated accidentally shall be locked out.
- D. Components of the fire suppression system shall not be rendered inoperable during the cleaning process.
- E. Fire-extinguishing systems shall be permitted to be rendered inoperable during the cleaning process where serviced by properly trained and qualified persons.
- F. Flammable solvent or other flammable cleaning aids shall not be used.
- G. Cleaning chemicals shall not be applied on fusible links or other devices of the automatic extinguishing system.
- H. After the exhaust system is cleaned to bare metal, it shall not be coated with powder or other substance.
- I. All access panel (doors) and cover plates shall be replaced.
- J. Dampers and diffusers shall be positioned for proper air flow.
- K. When cleaning procedures are completed, all electrical switches and system components shall be returned to an operable state.
- L. When a vent cleaning service is used, a certificate showing date of inspection or cleaning shall be maintained on the premises.
- M. After cleaning is completed, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned and the name of the servicing company, and area not cleaned.
- N. Where required, certificates of inspection and cleaning shall be submitted to the authority having jurisdiction.

3.12. Fan Coil Units

3.12.1. Quarterly Inspections (Every 3 months)

- A. Check unit for noise and vibration.
- B. Check v-belt condition and tension. Adjust or replace as necessary.
- C. Clean and wash permanent filters. Replace disposable filters.
- D. Drain and clean condensate pan.
- E. Lubricate fan shaft bearings (if not sealed).
- F. Lubricate motor bearings
- G. Clean coils as necessary with proper cleaning solution.
- H. Use fin comb to straighten coil fins.
- I. Check for leaks on all lines, valves, strainers, coils, etc.
- J. Check controls, trap, freeze-stat, and control-stat for proper operation.
- K. Clean fan blades and interior surfaces of unit to remove soil.
- L. Damp wipe exterior surfaces.
- M. Clean up work area.

3.13. Freezers

3.13.1. Quarterly Inspections (Every 3 months)

- A. Wash coil with coil cleaning solution. Rinse and neutralize (cleaning solution) in accordance with manufacturer's recommendations.
- B. Check all refrigeration lines for support and signs of wear.
- C. Thoroughly inspect and clean interior and exterior of machine.
- D. Check refrigerant levels and recharge if needed.
- E. Check fan blades for dust buildup and clean if necessary.
- F. Check fan blades and moving parts for excessive wear.
- G. Check compressor oil level (non-hermetically sealed units only) if compressor is equipped with a sight glass.
- H. Run machine with service gauge manifold attached, checking action of controls, relays, switches, etc.
 - 1) Check compressor(s) run at proper settings.
 - 2) Check controls activate properly.
 - 3) Check controls activate unit.
 - 4) Check suction and discharge pressures are proper.
- I. Check setting on controls and return to normal operation.
- J. Clean up the work area and properly dispose of debris and waste.

3.14. Generators

3.14.1. Monthly

- A. Check all fluid levels including fuel. Keep full.
- B. Manually start, log all operating temps, levels and pressures.
- C. Check Batteries, replace if necessary.
- D. Check belts, hoses. Repair / replace as needed.
- E. Check entire unit for fuel, oil, water leaks. Repair as needed.
- F. Keep generator clean & free of debris.

3.14.2. Quarterly Inspections (Every 3 months)

- A. Insure someone is standing by the fire alarm panel or place in stand-by; notify all parties performing test that this has been done.
- B. Insure that card access has been notified.
- C. Turn power off to emergency power panel.
- D. Let system run one hour.
- E. Turn power back onto emergency power panel.
- F. Place card access and fire alarm back into service.
- G. Check Metasys to insure all proper equipment is operating.
- H. Check transfer switch for proper operation. Coordinate with owner.

3.14.3. Annual

- A. Load test each unit @ 80% for 2 hours minimum.
- B. Log all results.
- C. Clean & wash radiator.
- D. Change oil & filters on unit.
- E. Change fuel filters.
- F. Flush radiators & change coolant.

3.15. Grease Traps

3.15.1. Quarterly (Every 3 months)

- A. Clean out trap and sterilize.
- B. Inspect for clogging, scale, and improperly positioned or missing baffles.
- C. Tighten loose parts as necessary.
- D. Clean up work area and remove all trash.

3.16. Hot Water Heater

3.16.1. Annual Inspection

- A. Drain several gallons from tank to remove sediment.
- B. Manually check operation of safety valve. Check for corrosion.
- C. Check all connections - electric, gas and water. Tighten as necessary.
- D. Check operation and setting of aqua-stat. Check hot water temperature with dial thermometer, and set aqua-stat at minimum value.
- E. Check pilot and burner assembly. Clean and adjust nozzles for proper flame distribution and quality.
- F. Check operation of electric ignition device, if applicable. Check spark gap and adjust if needed.
- G. Check flue for proper draft, leaks, and corrosion. Check thermocouple for corrosion or soot. Clean if required.
- H. Clean up work area and remove all debris.
- I. If the insulation contains asbestos, follow the asbestos management plan for isolation, notification, work practice and waste disposal.

3.17. Motor Starters

3.17.1. Annual Inspection

- A. Visually inspect for broken parts, contact arcing, or any evidence of overheating.
- B. Check motor name plate for current rating and controller manufacturer's recommended heater size report discrepancy to supervisor).
- C. Check line and load connections for tightness (check manufacturer's instructions for torque specifications).
- D. Check heater mounting screws for tightness.
- E. Check all control wiring connections for tightness.
- F. On unit equipped with motor reversing capacity, check mechanical interlock.
- G. On units equipped with two-stage starting, check dash pots and timing controls for proper operation. Adjust as required.
- H. On units equipped with variable speed starters:
 - 1) Check tightness of connections to resistor bank.
 - 2) Check resistor coils and plates for cracking, broken wires, mounting and signs of overheating. Clean as required.
 - 3) Check tightness of connections to drum controller.
 - 4) Check contacts of drum controller for arcing and overheating. Apply a thin film of lubricant to drum controller contacts and to rotating surfaces.
- I. Check starter contact connections by applying a thin film of black contact grease to line and load stabs, operate contacts and check surface contact.
- J. Lubricate all moving parts with proper lubricant.
- K. Clean interior of cabinet.
- L. Clean exterior of cabinet.

M. Energize circuit and check operation of starter and any pilot lights. Replace as required.

3.18. Fountain & Pool Maintenance

3.18.1. Weekly

- A. Clean spray heads, nozzles, and drip tubing on fountains to remove debris, biological growth, and mineral deposits.
- B. Clean the interior surfaces of fountains/pools as necessary to remove soil, debris, and biological growth.
- C. Check and adjust fountain water levels.
- D. Remove leaves and debris from the water in pools and fountains.
- E. Check the operation of all water circulating filter systems in fountains/pools.
- F. Clean all screens and strainers including sump strainers for all fountains/pools.
- G. Clean the collection bags on pool sweepers.
- H. Clean under water light lenses in pools only.
- I. Back wash the water circulating filter systems as necessary in fountains/pools.
- J. Perform the necessary chemical and ph level tests to determine the condition of the water in all pools and fountains.
- K. Add chlorine to chlorinators as needed.
- L. Add the necessary chemicals to pools and fountains to maintain the chemical levels within the proper ranges.
- M. Insure that levels of chemicals in the water do not reach levels that would cause damage to materials such as copper tubing in the pools and fountains.

3.18.2. Monthly

- A. Replace as necessary the filter cartridges in all water filters on pools and fountains.
- B. Governor's Mansion
 - 1) Clean the drains in the pool cover housing per the manufacturer specifications
- C. Shaw Center
 - 1) Clean all outside screens and strainers including sump strainers for all fountains
 - 2) Contractor is responsible for removing/reinstalling the following:
 - a. stainless steel grids inside fountain around the pump cage and in ground pumps
 - b. (14) 4x6 ft fiberglass plate, 2 inch thick paver supports
 - c. All pavers (approx. weight of pavers is 200 lbs.) necessary to perform maintenance and repairs
 - 3) Equipment to include (but not limited to)
 - a. (7) in ground pumps

3.18.3. Bi-Annually

- A. Paint the interior and exterior surfaces of fountains and pools with the proper type paint where applicable, refill fountains and pools with water (after paint has dried).
- B. Contractor is responsible for the purchasing of all chemicals necessary for proper maintenance on fountains and pools

3.19. Kitchen Hood Fire-Extinguishing Systems

3.19.1. Bi-Annual (Every 6 months)

- A. All actuation components, including remote manual pull stations, mechanical or electrical device, detectors, actuators, and fire-actuated dampers, shall be checked for proper operation during the inspection in accordance with the manufacturer's listed procedures.
- B. In addition to these requirements, the specific inspection requirements of the applicable NFPA standard shall also be followed.

- C. Fusible links (including fusible links on fire damper assemblies) and automatic sprinkler heads shall be replaced at least annually or more frequently if necessary where required by the manufacturer.
 - 1) The year of manufacture and the date of installation of the fusible links shall be marked on the system inspection tag. The tag shall be signed or initialed by the installer.
- D. Other detection devices not including fusible links and automatic sprinklers shall be serviced or replaced in accordance with the manufacturer's recommendations.
- E. Where automatic bulb-type sprinklers or spray nozzles are used and annual examination shows no buildup of grease or other material on the sprinkler or spray nozzles, annual replacement shall not be required.

3.20. Water Coolers

3.20.1. Annual Inspection

- A. Unplug and check supply voltage outlet for proper voltage.
- B. Clean dust from condenser fan motor and oil bearings.
- C. Vacuum dirt and debris from condenser coils.
- D. Wipe off compressor and interior of cabinet.
- E. Start unit and check for proper operation.
- F. Inspect all water and drain piping for leakage, corrosion, and damage.
- G. Check thermostat operation and set at 52 degrees f.
- H. Check and adjust thumb and foot pedal valve linkages.
- I. Wipe down unit exterior and clean work area.

3.21. Water Pumps

3.21.1. Annual Inspection

- A. Clean pump suction strainers and pump packing water seal filter/strainer.

3.21.2. Quarterly Inspection (Every 3 months)

- A. Lubricate impeller shaft bearings. Do not over lubricate.
- B. On pumps with oil ring lubricated bearings, drain oil, flush, and fill to proper oil level with new approved type oil.
- C. Check motor and pump alignment.
- D. Check drive shaft coupling.
- E. Check that base bolts are securely fastened.
- F. Clean up work area.

3.22. A/C Window Units

3.22.1. Bi-Annual (Every 6 months)

- A. Clean condenser, cooling coil fins, drain pan, and fans. Slime or mold found on the cooling coil or drain pan should be cleaned with an appropriate EPA approved solution. Place an EPA approved biocide tablet in the drain pan.
- B. Inspect fins. Straighten with a fin comb as required.
- C. Replace or clean filter.
- D. Inspect and adjust fresh air damper.
- E. Lubricate motor and fan bearings.
- F. Inspect gaskets. Look for leaks between unit and window, caulk as necessary.
- G. Start unit and observe operation.

- H. Replace covers, clean filter and front filter grill.
- I. Clean up the work area.

E X H I B I T " 3 "

Baton Rouge					
RFP Section Reference		Capital Park Facilities			
5.1.1	(Capital Outlay)	State Capitol	278,833		298,391
5.1.2	(Capital Outlay)	Capitol Annex	127,553		142,777
5.1.3	(Capital Outlay)	Arsenal	2,681		3,895
5.1.4	(Capital Outlay)	Pentagon Barracks	36,766		43,865
5.1.5	(Capital Outlay)	OSB Service Center	43,506		47,410
5.1.6	(Capital Outlay)	Information Services Building	59,336		60,863
5.1.7	(O.F.C.)	Livingston Building	140,645		147,466
5.1.8	(Capital Outlay)	Poydras Building	99,810		110,000
5.1.9	(Capital Outlay)	First Circuit Court of Appeal	68,898		75,349
5.1.10	(O.F.C.)	Claiborne Building	452,777		498,766
5.1.11	(Capital Outlay)	Welcome Center	11,503		12,275
5.1.12	(Capital Outlay)	State Museum	63,269		97,143
5.1.13	(Capital Outlay)	State Library	121,653		131,502
5.1.14	(O.F.C.)	LaSalle Building	317,391		364,699
5.1.15	(O.F.C.)	Iberville Building	256,175		282,792
5.1.16	(O.F.C.)	Bienville Building	251,285		270,918
5.1.17	(O.F.C.)	Galvez Building	329,957		368,606
5.1.18	(Capital Outlay)	Governor's Mansion	21,558		26,638
Other Baton Rouge Facilities					
5.1.19	(Capital Outlay)	Old Governor's Mansion	19,061		22,474
5.1.20	(Capital Outlay)	Baton Rouge State Office Building	85,115		96,945
5.1.21	(O.F.C.)	Wooddale State Office Building	92,890		99,726
5.1.22	(O.F.C.)	Champion State Office Buildings	53,146		58,153
5.1.23	(Capital Outlay)	Shaw Center	103,724		125,678
5.1.24	(O.F.C.)	DEQ Lab	36,282		40,000
Garages					
5.1.25	(O.F.C.)	Claiborne Garage	419,543		430,138
5.1.26	(O.F.C.)	LaSalle Garage	15,562	573,802	599,158
5.1.27	(O.F.C.)	Galvez Garage	12,647	585,991	600,000
5.1.28	(Capital Outlay)	Welcome Center Garage	0	154,112	159,471
5.1.29	(O.F.C.)	State Parking Garage	2,000	160,522	178,208
Central Plants					
5.1.30	(Capital Outlay)	Central Plant - South	10,404		11,656
5.1.31	(Capital Outlay)	Central Plant - North	20,830		22,500
5.1.32	(Capital Outlay)	Shaw Center Central Plant	4,863		5,063
Baton Rouge Central Plant					
Monroe					
5.1.33	(Capital Outlay)	State Supreme Court	182,916		210,000
5.1.34	(O.F.C.)	Harvey State Office Building	118,733		125,720
Lafayette					
	(O.F.C.)	Brandywine State Office Buildings	88,416		92,238
Alexandria					
	(Capital Outlay)	Alexandria State Office Building	71,894		73,470
Monroe					
	(Capital Outlay)	Monroe State Office Building	87,095		102,620
Shreveport					
	(Capital Outlay)	Shreveport State Office Building	182,746		210,622
	(Capital Outlay)	Jordan Street	2,849		3,041
	(Capital Outlay)	Second Circuit Court of Appeal	33,004		37,169

EXHIBIT “4”

SECURITY OVERVIEW (Re: Alternate #1)

This overview is intended to provide Proposers with an understanding of the security requirements for the various OSB facilities on a statewide basis. It is the intent to have Proposers offer pricing for each defined site location requiring services. Refer to Alternate #1 – Security Pricing Schedule for the facilities which are to be included in the pricing. To deliver the necessary security services for the various facilities, both personnel staffing and security equipment are required. The information provided herein contains the current method of delivery of security services and is not intended to mandate those delivery methods be retained.

Security services are currently provided at Office of State Buildings facilities in a number of ways and by several entities:

- 1.) The Department of Public Safety (DPS) – Capitol Detail provides for *interior* security services for the majority of the facilities within Capitol Park. In addition, DPS also provides for *external* security patrols of all Capitol Park facilities. In addition, DPS provides for security patrol services for both downtown Baton Rouge facilities (Refer to Exhibit “1” – Aerial Photograph of Downtown Baton Rouge) as well as the remote Baton Rouge facilities (Champion and Wooddale State Office Buildings).

DPS-Capitol detail provides for the *interior* security with a combination of DPS officers as well as security guards. These guards are provided through a contract between DPS and its private security services provider.

Note that *interior* security for the State Capitol is provided by not only DPS-Capitol Detail, but also DPS-State Police and Legislative security staffing as well. The *external* security patrol is provided by DPS-Capitol Detail.

Capitol Park Security Patrol

The Capitol Park security requires a 24/7/365 law enforcement patrol for all Capitol Park facilities, surrounding properties, parking garages and surface parking lots. All facilities within Capitol Park are included in the patrol, with additional facilities beyond the boundaries of Capitol Park. These additional facilities are as follows:

- a.) Baton Rouge State Office Building
- b.) Old Governor’s Mansion
- c.) Shaw Center

The Capitol Park Security Patrol will require a minimum of two (2) units per shift, 24 hours per day/7 days per week/365 days per year. The patrol officers *must* be a commissioned POST certified law enforcement officer and must be a full-time

member of a governmental law enforcement agency. The Capitol Park Security Patrol duties will include patrolling the Division of Administration properties inclusive of building and surrounding properties and be responsible for responding to complaints, events, parking violations in parking garages and surface parking lots, etc. as well as making arrests of subjects who violate State, Federal, and local laws and ordinances in or on state-owned properties.

- 2.) Capitol Police provides for *interior* security and *external* security for facilities located outside of Capitol Park. Capitol Police utilizes a combination of its own staff (state employees) and commissioned law enforcement providers (Baton Rouge City Police, etc.) to provide the necessary security staffing. These facilities include the following:

Baton Rouge Facilities:

- d.) Wooddale State Office Building
- e.) Champion State Office Buildings ("A" Bldg. and "B" Bldg.)

Out-of-Town Facilities:

- a.) Harvey State Office Building
- b.) Brandywine State Office Buildings (Brandywine III and Brandywine VI)
- c.) Alexandria State Office Building
- d.) Monroe State Office Building
- e.) Shreveport State Office Building
- f.) Jordan Street Building

Out-of-town facilities which do not require security services, i.e., staffing include the State Supreme Court in New Orleans and Second Circuit Court of Appeal in Shreveport. The tenants in these facilities have security staffing in place and will continue with their present staffing arrangements. Note that the physical security items and related maintenance and repairs will still be a part of the FMP responsibilities at these facilities.

Facility Security Staffing

Facilities typically require a minimum of one (1) private security officer and one (1) commissioned law enforcement officer. The security staffing schedule for each facility is defined in Part VII - "Schedule 2" and detailed specifications included in Part IV – Section 4.2.26.

The responsibilities of the private security officers will typically include processing visitors in and out of the facilities, monitoring the DVN/CCTV system, and provide for after-hours security.

The responsibilities of the commissioner law enforcement officers will typically include overseeing the private security officers, conducting follow-up investigations of incidents

that may have occurred in their assigned facility, making arrests of subjects who violate State, Federal, and local laws and ordinances, as well as miscellaneous law enforcement duties such as issuing citations for handicapped parking violations, fire lane violations, reserved parking violations, etc.

Physical Security Equipment

All Office of State Buildings managed facilities are equipped with one or more physical security components. The components include metal detectors, optical turnstiles, access control devices, digital video network (DVN) recorders, CCTV cameras and monitors and visitor badging systems. The current access control system is Card Key Pegasys 2000 Statewide Consolidated Security/Access Control system.

A listing of the primary security equipment components for which the FMP will be responsible for maintenance and repairs includes the following:

<u>Facility Name</u>	<u>Equipment Type</u>
State Capitol	N/A
Capitol Annex	Walk-thru metal detectors (2 of these), access control devices, Digital Video Network (CCTV) system
Arsenal Museum	N/A
Pentagon Barracks	N/A
OSB Service Center	Access control devices, Digital Video Network (CCTV) system
Info. Services Bldg.	Visitor badging system, access control devices, Digital Video Network (CCTV) system
Livingston Bldg.	Walk-thru metal detector, package x-ray machine, visitor badging system, access control devices, Digital Video Network (CCTV) system
Poydras Bldg.	Walk-thru metal detector, optical turnstiles, visitor badging system, access control devices, Digital Video Network (CCTV) system
First Circuit Court	Walk-thru metal detector, package x-ray machine, access control devices, Digital Video Network (CCTV) system
Claiborne Bldg.	Walk-thru metal detector, visitor badging system, optical turnstiles, access control devices, Digital Video Network (CCTV) system

Welcome Center	Access control devices, Digital Video Network (CCTV) system
State Museum	Access control devices, Digital Video Network (CCTV) system
State Library	Access control devices, Digital Video Network (CCTV) system
LaSalle Bldg.	Walk-thru metal detector, optical turnstiles, visitor badging systems (2 of these), access control devices, Digital Video Network (CCTV) system
Iberville Bldg.	Walk-thru metal detector, optical turnstiles, visitor badging system, access control devices, Digital Video Network (CCTV) system
Bienville Bldg.	Walk-thru metal detector, optical turnstiles, visitor badging system, access control devices, Digital Video Network (CCTV) system
Galvez Bldg.	Walk-thru metal detector, visitor badging system, access control devices, Digital Video Network (CCTV) system
Governor's Mansion	N/A
Old Gov. Mansion	N/A
Baton Rouge SOB	Walk-thru metal detector, optical turnstile, access control devices, Digital Video Network (CCTV) system
Wooddale SOB	Walk-thru metal detector, optical turnstile, access control devices, Digital Video Network (CCTV) system
Champion Bldgs.	Walk-thru metal detector (1 each at Bldg. "A" and Bldg. "B"), optical turn stile (1 each at Bldg. "A" and Bldg. "B"), access control devices, Digital Video Network (CCTV) system at each building
Shaw Center	N/A
DEQ Lab	Access control devices, Digital Video Network (CCTV) system
Claiborne Garage	Access control devices, Digital Video Network (CCTV) system
LaSalle Garage	Access control devices, Digital Video Network (CCTV) system
Galvez Garage	Access control devices, Digital Video Network (CCTV) system
Welcome Ctr. Garage	Access control devices, Digital Video Network (CCTV) system

State Parking Garage	Access control devices, Digital Video Network (CCTV) system
South Central Plant	Access control devices, Digital Video Network (CCTV) system
North Central Plant	Access control devices, Digital Video Network (CCTV) system
Shaw Central Plant	N/A
Supreme Court	N/A
Harvey SOB	Walk-thru metal detector, access control devices, Digital Video Network (CCTV) system
Brandywine Bldgs.	Access control devices, Digital Video Network (CCTV) system
Alexandria SOB	Walk-thru metal detector, access control devices, Digital Video Network (CCTV) system
Monroe SOB	Access control devices, Digital Video Network (CCTV) system
Shreveport SOB	Walk-thru metal detectors (2 of these), access control devices, Digital Video Network (CCTV) system
Jordan Street Bldg.	N/A
Second Circuit Court	Access control devices, Digital Video Network (CCTV) system
Old State Capitol	N/A
New Orleans SOB	N/A

Capital Construction Request, Fiscal Year 2010-2011		Equip. Replace, Major Repairs and Renovations - revised 10/30/09				
		2010-11	2011-12	2012-13	2013-14	2014-15
		Year One	Year Two	Year Three	Year Four	Year Five
		Estimate	Estimate	Estimate	Estimate	Estimate
Facility Name						
Repave exterior parking lot	Alexandria S.O.B.	\$24,000.00		\$242,000.00		
Replace room dividers	Alexandria S.O.B.					\$41,000.00
Lobby Renovations - New Conference Room	Alexandria S.O.B.		\$150,000.00			
Restroom Renovations	Alexandria S.O.B.	\$25,000.00		\$227,000.00		
ADA items: counter, door clearance, add ramp, signage	Alexandria S.O.B.		\$8,400.00			
Life Safety & Bldg Code items: ext. doors, stairs	Alexandria S.O.B.				\$22,700.00	
Renewal: Wall finishes	Alexandria S.O.B.				\$87,500.00	
Repair brick wall	Arsenal	\$75,000.00				
Renovate / Upgrade Main Lobby / FFE	Baton Rouge S.O.B.	\$28,000.00	\$280,000.00			
New roof	Baton Rouge S.O.B.		\$55,000.00	\$612,000.00		
Appearance: deteriorated ACT ceiling (replace)	Baton Rouge S.O.B.					\$360,600.00
Integrity: Replace built-up roof, replace damaged downspouts	Baton Rouge S.O.B.			\$91,300.00		
Integrity: Ext doors deteriorated metal	Baton Rouge S.O.B.					
New roof	Capitol Annex	\$84,000.00	\$852,000.00			
Renovate / Upgrade Main Lobby / FFE	Capitol Annex	\$15,000.00	\$140,000.00			
Lobby Lighting Improvements	Capitol Annex	\$42,000.00				
Lobby Mural Restoration	Capitol Annex	\$42,000.00				
Carpet Replacement, Floors B, 1, 4	Capitol Annex	\$20,000.00	\$200,000.00			
Rekey existing door locks	Capitol Annex	\$82,000.00				
Repair main entry doors & frames	Capitol Annex	\$37,000.00	\$190,000.00			
Integrity: Fire rated enclosure needed	Capitol Annex		\$11,000.00			
Building Code: Interior Walls: Seal Firewall Penetrations	Capitol Annex	\$6,900.00				
Integrity: Repair/Replace aged or deteriorated interior doors	Capitol Annex					\$778,300.00
Life Safety: Interior doors non compliant hardware	Central Plant North		\$2,100.00			
Life Safety: Interior walls: non compliant firewall	Central Plant North		\$16,000.00			
Integrity: Repair cracked concrete flooring	Central Plant North			\$3,900.00		
Renewal Event: C3020-Floor Finishes	Central Plant North					\$74,900.00
Renewal Event: C3010-Wall Finishes	Central Plant North					\$65,000.00
Exterior waterproofing	Central Plant South			\$104,000.00		
New roof	Central Plant South			\$260,000.00		
Life Safety: Interior doors & windows, non compliant	Central Plant South		\$6,200.00			
Renewal Event: C3020-Floor Finishes	Central Plant South					\$55,600.00
Parking lot repairs	First Circuit Court			\$429,700.00		
Rework pavers	First Circuit Court		\$58,000.00			
New roof	First Circuit Court	\$45,000.00	\$475,000.00			
Retaining wall waterproofing	Governor's Mansion		\$15,000.00	\$160,000.00		
New carpet	Governor's Mansion		\$50,000.00	\$192,000.00		
Reliability: Repair damaged slate paving	Governor's Mansion		\$14,000.00			
Renewal Event: C3010-Wall Finishes	Governor's Mansion				\$491,100.00	
New roof	Governor's Mansion		\$17,000.00	\$175,000.00		
Renewal Event: C3010-Wall Finishes	Information Services Bldg.					\$302,800.00
Renewal Event: C3020-Floor Finishes	Information Services Bldg.					\$730,400.00

		2010-11	2011-12	2012-13	2013-14	2014-15
		Year One	Year Two	Year Three	Year Four	Year Five
		Estimate	Estimate	Estimate	Estimate	Estimate
ARCHITECTURAL ITEMS - CONTINUED		Facility Name				
Appearance: Replace aged and deteriorated VCT and carpet		Jordan Street Building	\$25,000.00			
Repair Entrance Canopy		Monroe SOB	\$53,000.00			
Exterior waterproofing		Monroe SOB	\$18,000.00	\$192,000.00		
Replace shingle roof		Monroe SOB	\$68,000.00			
Paint interior		"Old" Governor's Mansion				\$410,000.00
Marble cleaning and restoration		"Old" Governor's Mansion	\$58,000.00			
Rework driveway		"Old" Governor's Mansion	\$10,000.00	\$132,000.00		
Carpenter shop dust exhaust system		O.S.B. Servicecenter				\$100,000.00
Roof replacement		Second Circuit Court	\$170,000.00			
Exterior paver replacement or repair		Second Circuit Court	\$75,000.00			
Integrity: Replace aged roof		Shreveport S.O.B.	\$50,000.00	\$556,000.00	\$156,000.00	
Repair CMU Retaining Wall, Remove Chain Link Fence, Demolish Shed		Shreveport S.O.B.	\$225,000.00			
Repair, abate lead paint, and repaint perimeter decorative iron fence		Shreveport S.O.B.	\$8,000.00	\$65,000.00		
Basement waterproofing (Study Only)		Shreveport S.O.B.	\$25,000.00			
Basement waterproofing (Design & Construction)		Shreveport S.O.B.	\$495,000.00			
Carpet replacement		Shreveport S.O.B.	\$55,000.00	\$500,000.00		
Appearance: Replace deteriorated VAT, VCT and Rubber Flooring		Shreveport S.O.B.	\$31,800.00	\$330,000.00		
Interior painting		Shreveport S.O.B.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Window sun screen film		Shreveport S.O.B.	\$260,000.00			
Environmental: Abate mold containing ceiling material		Shreveport S.O.B.	\$14,100.00	\$20,300.00		
Integrity: Replace aged and deteriorated exterior doors		Shreveport S.O.B.			\$43,300.00	
Integrity: Replace worn cabinets		Shreveport S.O.B.				\$245,500.00
Renewal: C1020-Interior Doors		Shreveport S.O.B.				
Paint floors B-4		State Capitol	\$35,000.00	\$350,000.00		
Paint floors 5-30		State Capitol			\$50,000.00	\$445,000.00
Rework First Floor main entry doors		State Capitol	\$66,000.00	\$189,200.00		
Carpet replacement, floors B.G.1,2,3 & 4		State Capitol	\$50,000.00	\$505,000.00		
Recaulk front steps		State Capitol	\$125,000.00			
Replace roof		State Capitol	\$75,000.00	\$387,500.00	\$387,500.00	
Renovations to Governor's Offices		State Capitol			\$40,000.00	\$380,000.00
Accessibility: Install ADA Title II Signage		State Capitol	\$56,000.00			
Appearance: Replace deteriorated ACT ceilings		State Capitol				\$644,700.00
Integrity: Fire rated enclosure needed		State Capitol	\$11,000.00			
Appearance: Replace deteriorated VAT flooring		State Capitol		\$75,500.00		
Life Safety: Interior Stairwell: Make Fire Separated Exit Passageway		State Capitol				\$13,200.00
Building Code: Interior Walls: Seal Firewall Penetrations		State Capitol	\$44,200.00			
Roofing study		Supreme Court	\$25,000.00			
Interior painting		Supreme Court		\$421,200.00		
Repairs & additions to decorative iron fence		Supreme Court	\$15,000.00			
Misc. unanticipated renovations and repairs		All O.S.B. Facilities	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00
Architectural Sub-Total			\$1,329,100.00	\$3,959,900.00	\$3,599,800.00	\$3,796,600.00
Architectural Five-Year Total					\$2,056,600.00	\$14,742,000.00

EXHIBIT "5"

Page 5-3

Activity	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Total Estimate
Continuation of Capitol Lakebank restoration					
Computerization of irrigation systems	Capitol Park	\$100,000.00		\$621,875.00	
Sidewalk Replacement	Capitol Park				\$218,750.00
Replacement of trees in parking lot & renovation of irrigation	First Circuit Court		\$15,000.00	\$235,000.00	\$1,260,000.00
Landscaping	Shreveport SOB		\$10,000.00		
Relandscape Indian Mound	State Capitol		\$39,609.00		\$190,000.00
Grounds Sub-Total		\$100,000.00	\$25,000.00	\$896,484.00	\$708,750.00
Grounds Five-Year Total					\$1,260,000.00
SUBTOTAL (THIS SHEET)	\$1,429,100.00	\$3,984,900.00	\$4,496,284.00	\$2,765,350.00	\$2,990,234.00
					\$17,732,234.00

Capital Outlay Request Fiscal Year 2010-2011 Equipment Replacement, Major Repairs and Renovations - revised 10/30/09									
		2010-11	2011-12	2012-13	2013-14	2014-15			
		Year One	Year Two	Year Three	Year Four	Year Five			
		Estimate	Estimate	Estimate	Estimate	Estimate			
MECHANICAL ITEMS		Facility Name							
Replace 100 ton chiller (use old chillers from Ins. Building)		Alexandria	\$199,300.00						
Integrity: Replace cooling tower		Alexandria							\$43,000.00
Accessibility: Replace drinking fountains & non-ADA kitchenette		Alexandria	\$2,000.00						\$22,000.00
Building code: Install fire sprinklers (recommended by VFA)		Alexandria							\$270,000.00
Communication system between central control and all elevator cars		All high-rise buildings	\$30,000.00	\$120,000.00					
Integrity: Replace aged HVAC exhaust fans		Baton Rouge S.O.B.		\$30,700.00					
Integrity: Replace corroded gas piping		Baton Rouge S.O.B.	\$1,100.00						
Integrity: Replace aged lavatories		Baton Rouge S.O.B.			\$37,500.00				
Integrity: Upgrade HVAC Controls		Baton Rouge S.O.B.			\$126,500.00				
Upgrade elevators		Capitol Annex		\$100,000.00				\$1,500,000.00	
Replace air handlers, duct work and change system to VAV w/ electric heat		Capitol Annex						\$250,000.00	\$2,600,000.00
Integrity: Replace aged chilled water pumps		Capitol Annex			\$46,600.00				
Pipe cathodic protection		Central Plant North						\$275,000.00	
Environmental: Install HVAC Refrigerant Leak Detection System		Central Plant North		\$32,400.00					
Replace sewer pump station		Governor's Mansion	\$75,000.00						
Replace 150 T cooling tower & boiler		Governor's Mansion	\$200,000.00						
Replace laundry equipment		Governor's Mansion		\$98,000.00					
Integrity: Replace aged and deteriorating domestic water piping		Governor's Mansion		\$91,300.00					
Integrity: Sanitary Waste: Aged Sludge Build Up		Governor's Mansion	\$78,000.00						
Air and Water Quality: Clean/Test/Balance Ducts and Diffusers		Jordan Street Building		\$4,500.00					
Integrity: Replace aged hot water heater		Jordan Street Building		\$2,000.00					
Beyond rated life: Replace aged and deteriorated RR finishes and plumbing fixtures		Jordan Street Building		\$32,200.00					
Integrity: Replace aged water cooler		O.S.B. Greenhouse						\$2,300.00	
Vehicle Wash Rack		O.S.B. Service Center							\$145,000.00
Code Compliance: Install Check Valve in Domestic Water Line		O.S.B. Service Center	\$12,000.00						
Integrity: Replace antiquated piping, 11th Floor Mech. Room		Shreveport S.O.B.		\$6,000.00					
Replace all Steam, Condensate, Domestic Water, Sewage and Storm Drain Piping		State Capitol		\$353,000.00	\$1,100,000.00				
Replace Hahn Fire Suppression System in Engine Room		State Capitol	\$20,000.00	\$180,000.00					
Accessibility: Renovate non-compliant restrooms		State Capitol			\$40,000.00			\$384,700.00	
Mechanical Sub-Total			\$617,400.00	\$1,050,100.00	\$1,350,600.00			\$2,412,000.00	\$3,080,000.00
Mechanical Five-Year Total									\$8,510,100.00

EXHIBIT "5"

Page 5-5

ELECTRICAL ITEMS		2010-11	2011-12	2012-13	2013-14	2014-15
		Estimate	Estimate	Estimate	Estimate	Estimate
Bldg Code & Life Safety: Replace Aged Elec Panelboards	Alexandria	\$12,000.00	\$108,000.00			
Bldg Code & Life Safety: Replace Aged Elevator	Alexandria			\$100,000.00		
Energy: Add occupancy sensors	Alexandria	\$19,500.00				
Replace fire alarm system	Arsenal Museum	\$75,000.00				
Replace emergency and exit lighting	Capitol Annex		\$7,500.00		\$68,500.00	
Building Code: Misc electrical items	Capitol Annex		\$4,700.00			
Integrity: Insufficient Electrical Outlets	Capitol Annex		\$13,000.00			
Building Code: Electrical Panels: Inadequate Clearance	Capitol Annex		\$1,400.00			
Building Code: Emergency Lighting not identified	Capitol Annex		\$7,500.00			
Integrity: Replace aged UPS Batteries	Capitol Annex	\$16,200.00				
Integrity: Replace insufficient/aged exit signs	Capitol Annex		\$14,700.00			
Integrity: Replace obsolete fire alarm system	Capitol Annex		\$74,000.00			
Integrity: Replace aged exterior lighting	Capitol Annex		\$6,900.00			
Beyond rated life: Replace obsolete exit signs	Central Plant South		\$1,000.00			\$15,200.00
Renewal Event: D5090-Other Electrical Systems	Central Plant South				\$325,000.00	
Replace existing light poles in parking lot	1st Circuit Court					
Building Code: Emergency Lighting not identified	Information Services Bldg.		\$6,100.00			
Renewal Event: D5030-Communications and Security	Information Services Bldg.					\$201,800.00
Renewal Event: D3050-Terminal and Package Units	Information Services Bldg.				\$192,800.00	
Building Code: Install Lighting Protection System	O.S.B. Greenhouse		\$11,200.00			
Integrity: Install Emergency Lighting Battery Units	O.S.B. Greenhouse		\$5,200.00			
Install emergency generator power	O.S.B. Service Center	\$35,000.00	\$350,000.00			
Building Code: Misc electrical items	O.S.B. Service Center		\$24,600.00			
Building Code: Install Lightning Protection System	Shreveport S.O.B.		\$3,400.00			
Integrity: Replace inefficient/missing exit signs	Shreveport S.O.B.		\$18,600.00			
Integrity: Insufficient Electrical Outlets	State Capitol		\$32,400.00			
Building Code: Inadequate clearance at electrical panels	State Capitol		\$1,800.00			
Building Code: Inadequate Electrical Closets	State Capitol		\$94,200.00			
Building Code: Emergency Lighting not identified	State Capitol		\$17,100.00			
Integrity and Life Safety: Replace aged exit signs	State Capitol		\$8,100.00			\$58,200.00
Integrity: Replace obsolete security system	State Capitol			\$246,700.00		
Building Code: Misc electrical items	State Capitol		\$15,800.00			
Electrical Sub-Total		\$157,700.00	\$819,700.00	\$354,200.00	\$586,300.00	\$275,200.00
Electrical Five-Year Total					\$2,193,100.00	
YEARLY TOTALS (CONSTRUCTION AFC ONLY)		\$2,204,200.00	\$5,854,700.00	\$6,201,084.00	\$6,763,650.00	\$8,411,800.00
YEARLY TOTALS, REQUEST AMOUNT (AFC X 1.21) includes 1% abatement		\$2,667,082.00	\$7,084,187.00	\$7,503,311.64	\$6,974,016.50	\$10,178,278.00
OVERALL 5-YEAR TOTAL (CONSTRUCTION AFC ONLY)						\$34,406,875.14

Activity	2010-11					2011-12					2012-13					2013-14					2014-15				
	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Year Five Estimate	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Year Five Estimate	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Year Five Estimate	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Year Five Estimate	Year One Estimate	Year Two Estimate	Year Three Estimate	Year Four Estimate	Year Five Estimate
Rework main entry doors							\$60,000.00																		
Rework rear entry at loading dock																									
ADA upgrades and handrails																									
Stewwork and pavement repairs																									
Toilet room repairs and upgrades																									
Rekey existing door locks																									
Subsurface drainage improvements (FEMA Mitigation Reimbursement Item??)																									
Carpet replacement																									
Carpet replacement exterior wall panels																									
Recaulk precast and pavement																									
Roof replacement																									
Traffic coating																									
Recaulk precast panels																									
Construct vestibule and new gutter system at entrance																									
Recaulk precast and pavement																									
Paint iron rails																									
Roof replacement																									
Traffic coating																									
Paint iron rails																									
Install vestibules																									
ADA upgrades																									
Building sign at front corner of lot																									
Stewwork and pavement repairs																									
Rework front entry																									
Recaulk precast exterior wall panels																									
Carpet replacement, 11 Floors (3rd Floor Currently in Progress)																									
Roof replacement																									
Recaulk precast and pavement																									
Paint iron rails																									
Traffic coating																									
Recaulk precast exterior wall panels																									
Carpet replacement																									
Recaulk precast exterior wall panels																									
Recaulk precast and pavement																									
Rekey existing door locks																									
Roof replacement																									
Toilet room repairs and upgrades																									
Exterior waterproofing																									
Toilet room repairs and upgrades																									
Architectural Sub-Total																									
Architectural Five-Year Total																									

EXHIBIT "6"

Page 6-2

	2010-11	2011-12	2012-13	2013-14	2014-15
	Year One	Year Two	Year Three	Year Four	Year Five
	Actual	Actual	Estimate	Estimate	Estimate
Security upgrade (metal detectors, cameras, etc.)	Brandwyne III and VI	\$30,000.00			
Replace A/C chillers, mixing boxes, AHU, boiler and controls	Champion A and B		\$96,000.00	\$64,000.00	
Elevator repairs	Harvey Building	\$120,000.00		\$25,000.00	\$250,000.00
Relocate above ceiling A/C units on 1st Floor	Harvey Building			\$25,000.00	
HVAC renovations: AHU's, cooling tower, condenser pumps, controls	Wooddale Building		\$98,000.00	\$1,200,000.00	
Add electrical power panels	Wooddale Building	\$5,000.00	\$60,000.00		
Replace domestic water pumps	Wooddale Building		\$7,000.00	\$83,500.00	
Irrigation and landscaping	Wooddale Building				\$90,000.00
Horticultural, Mechanical & Electrical Sub-Total		\$155,000.00	\$261,000.00	\$2,172,500.00	\$340,000.00
Horticultural, Mechanical & Electrical Five-Year Total					\$2,928,500.00
TOTAL OFC EACH YEAR		\$1,911,400.00	\$3,540,200.00	\$3,946,900.00	\$1,693,000.00
OFCE FIVE-YEAR TOTAL					\$3,977,200.00
					\$15,068,700.00

EXHIBIT "7"
STATE-FURNISHED PROPERTY (SFP)

1 of 3

	Asset Number	Division	Description	Serial Number	Original Acq \$
1	84600-003689	ADMIN	DATSUN FORKLIFT, ELECTRIC	499145	\$12,598.00
2	84600-003759	ADMIN	DRILL, HAMMER	53042G3	\$1,038.00
3	84600-004612	ADMIN	CATERPILLAR FORKLIFT, PROPANE	2ME05343	\$13,987.00
4	84600-004631	ADMIN	WASHER PRESSURE	0199-1386	\$1,375.00
5	84600-004829	ADMIN	FLOOR FAN	29220-9	\$1,662.00
6	84600-005061	ADMIN	WASHER PRESSURE	13827960328	\$2,250.00
7	84600-005103	ADMIN	LAMINATOR	MGM4600	\$1,172.00
8	84600-005236	ADMIN	MULITON, ELECTRICAL LIFT	90186604	\$5,149.00
9	84600-003101	CARPENTERS	JOINER, WOODWORKING	1112	\$1,248.00
10	84600-003316	CARPENTERS	PRESS, DRILL	2804	\$1,847.00
11	84600-003605	CARPENTERS	KEY MAKING MACHINE	3180	\$1,387.00
12	84600-004813	CARPENTERS	SAW, RADIAL WOODWORKING	87174604	\$1,200.00
13	84600-005029	CARPENTERS	SHAPER, PEDESTAL WOODWORKING	RL00492	\$4,649.00
14	84600-005161	CARPENTERS	25" WIDE BELT SANDER	FC93144	\$5,795.00
15	84600-005175	CARPENTERS	36" BANDSAW	11281	
16	84600-005176	CARPENTERS	24" WOOD PLANNER	82431	\$1,000.00
17	84600-005188	CARPENTERS	12-16 INCH CONCRETE SAW	582037	\$2,439.60
18	84600-005191	CARPENTERS	EARTH DRILL ATTACH. W/AUGER BIB	120049	\$1,415.25
19	84600-005192	CARPENTERS	NEW HOLLAND, HYDRAULIC HAMMER	OE2164	\$5,398.30
20	84600-005253	CARPENTERS	10" TABLE SAW	07157172	\$4,355.00
21	84600-005254	CARPENTERS	10" TABLE SAW	07036241	\$4,355.00
22	84600-004895	CENTRAL PLANT	TUBE CLEANING MACHINE		\$2,625.00
23	84600-005027	CENTRAL PLANT	DETECTOR, LEAK		\$1,304.00
24	84600-005031	CENTRAL PLANT	SCAFFOLD, MOVABLE	P#4XP23	\$1,550.00
25	84600-005058	CENTRAL PLANT	TUBE CLEANING MACHINE	2670	\$3,410.00
26	84600-005410	CENTRAL PLANT	AIR COMPRESSOR	20080823-0157	\$2,981.94
27	84600-003315	ELECTRICAL	PIPE BENDER	1726	\$2,225.00
28	84600-004293	ELECTRICAL	WINCH		\$2,571.00
29	84600-004617	ELECTRICAL	CRIMPER, ELECTRIC	95R7	\$1,450.00
30	84600-004890	ELECTRICAL	GENERATOR GAS POWERED	8186140	\$1,290.00
31	84600-005056	ELECTRICAL	LOCATOR, METAL ELECTRONIC	081494	\$2,700.00
32	84600-005102	ELECTRICAL	MEGOHMMETER, 15KV	253051101	\$2,970.00
33	84600-005104	ELECTRICAL	BENDING MACHINE	CK87-026	\$2,256.00
34	84600-005126	ELECTRICAL	LOCATOR, METAL ELECTRONIC	095414	\$2,540.00
35	84600-003226	HORTICULTURAL	HIMOMOTA TRACTOR, GARDEN	5224	\$4,725.00
36	84600-003631	HORTICULTURAL	TRAILER, UTILITY	16849	\$1,000.00
37	84600-004090	HORTICULTURAL	SPRAYER, PESTICIDE AND INSECTIC	14941	\$3,051.00
38	84600-004260	HORTICULTURAL	BUSHHOG	1452	\$1,330.00
39	84600-004506	HORTICULTURAL	OSBKUBOTA TRACTOR	11128	\$11,150.00
40	84600-004537	HORTICULTURAL	OSBBACKHOE ATTACHMENT	81M2CL2173	\$6,149.00
41	84600-004557	HORTICULTURAL	SKID LOADER, HYDRAULIC	81M2CL2173	\$6,149.00
42	84600-004902	HORTICULTURAL	CASE TRACTOR LOADER	JJG0171695	\$28,220.00
43	84600-005074	HORTICULTURAL	FINGER REEL SWEEPER, LAWN	GL4933	\$12,588.00
44	84600-005077	HORTICULTURAL	JOHN DEERE CART, UTILITY	W004X2X068817	\$5,127.00
45	84600-005078	HORTICULTURAL	JOHN DEERE CART, UTILITY	W004X2X064060	\$5,127.00
46	84600-005079	HORTICULTURAL	AERATOR	200000166	\$3,620.00
47	84600-005080	HORTICULTURAL	MOWER, TRACTOR TYPE	TC1435DO11294	\$13,650.00
48	84600-005123	HORTICULTURAL	JOHN DEERE, TRACTOR	LV0790G470868	\$9,382.00
49	84600-005157	HORTICULTURAL	JOHN DEERE, 72" DECK	TC1472X040605	\$2,821.00
50	84600-005162	HORTICULTURAL	JOHN DEERE, 4WD with 72" CUT DECK	TC1472 X 03 1081	\$17,048.00
51	84600-005180	HORTICULTURAL	JOHN DEERE, MOWER WITH 72" DECK	TC1445D031467	\$17,048.42
52	84600-005181	HORTICULTURAL	VERMEER CHIPPER, BRUSH	1VRY1119051005817	\$23,607.00
53	84600-005184	HORTICULTURAL	GRAPPLE BUCKET, FOR SKID LOADER	456102089	\$2,300.00
54	84600-005185	HORTICULTURAL	PALLET FORK, FOR SKID LOADER		\$2,000.00

EXHIBIT "7"
STATE-FURNISHED PROPERTY (SFP)

2 of 3

	Asset Number	Division	Description	Serial Number	Original Acq \$
55	84600-005190	HORTICULTURAL	5x8 UTILITY TRAILER WITH NO GATE	1B9U108185B089024	\$690.00
56	84600-005237	HORTICULTURAL	TRACTOR W/FRONT LOADER	52373	\$21,259.99
57	84600-005240	HORTICULTURAL	GATOR	MOHP4GX050542	\$10,953.35
58	84600-005241	HORTICULTURAL	MOWER, COMMERCIAL FRONT	TC1445D070245	\$17,767.47
59	84600-005242	HORTICULTURAL	SPRAYER, 110GA W/HONDA ENG.	A16343	\$3,495.00
60	84600-005252	HORTICULTURAL	UTILITY VEHICLE, GATOR	MOHP4GX050294	\$10,716.35
61	84600-005330	HORTICULTURAL	SCAG TURF TIGER 72" MOWER	E2100204	\$13,377.75
62	84600-005331	HORTICULTURAL	SCAG TURF TIGER 72" MOWER	E2100206	\$13,377.75
63	84600-005334	HORTICULTURAL	GATOR, DIESEL	MOXUVDXO23493	\$14,044.79
64	846-00-005381	HORTICULTURAL	GRAPPLE BUCKET -CASE	239046	\$14,169.00
65	846-00-005334	HORTICULTURAL	JOHN DEERE, 850D DIESEL GATOR	300136780	\$83,959.00
66	84600-004256	HVAC	REFRIGERANT RECOVERY UNIT	910375	\$2,120.00
67	84600-005122	HVAC	ALNOR ELECTRONIC BALOMETER	9902	\$2,865.00
68	84600-005199	HVAC	IR FLEXCAM INFRARED CAMERA	FLX050513	\$24,250.00
69	84600-005221	HVAC	PORT. SERV. PURGER,LOW PRESSUE	1049	\$2,325.00
70	84600-002626	MECHANICAL	BRAKE, SHEET METAL	4656	\$1,100.00
71	84600-003221	MECHANICAL	WELDING MACHINE	7997	\$1,135.00
72	84600-003311	MECHANICAL	LATHE, PEDESTAL TYPE METAL	0021	\$1,800.00
73	84600-003359	MECHANICAL	ALLIS CHAIM FORK LIFT, MOTORIZED	PTVH367	\$16,342.00
74	84600-004089	MECHANICAL	TIRE BREAK DOWN MECHINE	L11BH043	\$1,529.00
75	84600-004889	MECHANICAL	GENERATOR, GAS POWERED	7806116	\$1,290.00
76	84600-005057	MECHANICAL	BEAD BLASTER	ATO-8478	\$1,195.00
77	84600-005111	MECHANICAL	LOCATOR, METAL ELECTRONIC	093538	\$2,689.00
78	84600-005124	MECHANICAL	TRAILER, MISC	13ZGF242221002487	\$5,874.00
79	84600-005125	MECHANICAL	GENIE LIFT, ELECTRIC	3850	\$30,331.00
80	84600-005195	MECHANICAL	MILLING MACHINE	02187	\$27,350.00
81	84600-005200	MECHANICAL	50 TON H-FRAME PRESS SET	021050	\$6,722.00
82	84600-005216	MECHANICAL	ACRA-VARI SPD PRECISION MILLING	946112	\$11,876.00
83	84600-005274	MECHANICAL	DRILL PRESS	94D07584	\$1,994.44
84	84600-004259	OPERATIONS B/R	LIFT, ELECTRIC	P92-2495	\$4,995.00
85	84600-004301	OPERATIONS B/R	LIFT, ARIEL	3894-7229	\$5,119.00
86	84600-005067	OPERATIONS B/R	INGERSOLL- RAND CART GOLF	117724	\$7,798.00
87	84600-005068	OPERATIONS B/R	INGERSOLL-RAND CART GOLF	117706	\$7,798.00
88	84600-005069	OPERATIONS B/R	INGERSOLL-RAND CART GOLF	117719	\$7,798.00
89	84600-005070	OPERATIONS B/R	INGERSOLL-RAND CART GOLF	117715	\$7,798.00
90	84600-005119	OPERATIONS B/R	INGERSOLL-RAND CART GOLF	FO226-161937	\$7,930.00
91	84600-005120	OPERATIONS B/R	INGERSOLL-RAND CART GOLF	FO226-161938	\$7,930.00
92	84600-005189	OPERATIONS B/R	PC BOILER & CLEANER W/ACCESSORY	00172	\$3,446.50
93	84600-005193	OPERATIONS B/R	TUBE CLEANING SYS	003886	\$3,995.00
94	84600-005214	OPERATIONS B/R	PERSONELL LIFT, 40'	0900024584	\$7,850.00
95	84600-005218	OPERATIONS B/R	JLG SCISSOR LIFT	139076	\$17,100.00
96	84600-005018	OPERATIONS N.O.	LIFT, ELECTRIC	380015765	\$4,994.00
97	84600-003355	OPERATIONS/SHREV.	SAW, TILTING ARBOR CIRCULAR	2128	\$2,505.00
98	84600-003408	OPERATIONS/SHREV.	PRESS, PEDESTAL TYPE DRILL	9295	\$4,283.00
99	84600-005092	OPERATIONS/SHREV.	CHILLER TUBE CLEANING MACHINE	002886	\$3,429.00
100	84600-005243	OPERATIONS/SHREV.	GOLF CART - SHREVEPORT	FG0741-818776	\$7,912.30
101	84600-005327	OPERATIONS/SHREV.	6-FT GREEN BENCH STEEL		\$1,353.00
102	84600-005328	OPERATIONS/SHREV.	6-FT GREEN BENCH STEEL		\$1,353.00
103	84600-005050	PAINTERS	PAINT MIXER, ELECTRIC	06H126400	\$1,080.00
104	84600-005075	PAINTERS	JOHN DEERE, CART UTILITY	W004X2X059744	\$5,127.00
105	84600-005076	PAINTERS	JOHN DEERE, CART UTILITY	W004X2X064043	\$5,127.00
106	84600-005129	PAINTERS	ENGRAVING EQUIPMENT	3-02569-09	\$6,995.00
107	84600-005215	PAINTERS	LINE ERASER	2009	\$5,350.00
108	84600-005249	PAINTERS	12 CANISTER DISPENSER W/COMP	05DX2005707	\$9,846.00

EXHIBIT "7"
STATE-FURNISHED PROPERTY (SFP)

3 of 3

	Asset Number	Division	Description	Serial Number	Original Acq \$
109	84600-005333	PAINTERS	GRACO LINE LAZER LINE STRIPER	BA4714	\$2,700.50
110	84600-005344	PAINTERS	PRESSURE WASHER, 13 HP	0808-8537	\$1,374.92
111	84600-003309	PLUMBING	PIPE THREADER	5963	\$1,924.00
112	84600-005064	PLUMBING	JET, WATER	151MAQ	\$2,083.00
113	84600-005065	PLUMBING	POWER DRIVE, PORTABLE	FF96103-D01	\$1,021.00
114	84600-005153	PLUMBING	SPEEDROOTER	S91WS0205	\$1,771.00

SCHEDULE " 1 "

Baton Rouge			
Capitol Park Facilities			
5.1.1	State Capitol	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.2	Capitol Annex	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:00 a.m. to 6:00 p.m. Mon thru Fri
5.1.3	Arsenal	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.4	Pentagon Barracks (Bldg. A, B, C, and D)	24/7/365	24/7/365
5.1.5	OSB Service Center	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:00 a.m. to 5:30 p.m. Mon thru Fri
5.1.6	Information Services Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.7	Livingston Building	6:30 a.m. to 7:00 p.m. Mon thru Fri	5:15 a.m. to 8:00 p.m. Mon thru Fri
5.1.8	Poydras Building	6:30 a.m. to 7:00 p.m. Mon thru Fri	6:00 a.m. to 5:30 p.m. Mon thru Fri
5.1.9	First Circuit Court of Appea	6:30 a.m. to 7:00 p.m. Mon thru Fri	5:30 a.m. to 7:00 p.m. Mon thru Fri
5.1.10	Claiborne Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:00 a.m. to 8:00 p.m. Mon thru Fri
5.1.11	Welcome Center	6:30 a.m. to 5:00 p.m. Mon thru Fri	6:30 a.m. to 5:30 p.m. Mon thru Fri
5.1.12	State Museum	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.13	State Library	6:30 a.m. to 5:00 p.m. Mon thru Fri	6:30 a.m. to 6:00 p.m. Mon thru Fri
5.1.14	LaSalle Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:15 a.m. to 6:00 p.m. Mon thru Fri
5.1.15	Iberville Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:15 a.m. to 5:30 p.m. Mon thru Fri
5.1.16	Bienville Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:00 a.m. to 6:00 p.m. Mon thru Fri
5.1.17	Galvez Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	5:15 a.m. to 5:30 p.m. Mon thru Fri
5.1.18	Governor's Mansion	24/7/365	24/7/365
Other Baton Rouge Facilities			
5.1.19	Old Governor's Mansior	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.20	Baton Rouge State Office Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.21	Wooddale State Office Building	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.22	Champion State Office Buildings		
	Champion "A" Building	6:30 a.m. to 5:00 p.m. Mon thru Fri 5:00 p.m. to 8:00 p.m. Mon thru Thu	24/7/365
	Champion "B" Building	6:30 a.m. to 5:00 p.m. Mon thru Fri 5:00 p.m. to 9:30 p.m. Mon thru Thu	24/7/365
5.1.23	Shaw Center	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.24	DEQ Lab	6:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
Garages			
5.1.25	Claiborne Garage	6:30 a.m. to 5:00 p.m. Mon thru Fri	N/A
5.1.26	LaSalle Garage	5:00 a.m. to 9:00 p.m. Mon thru Fri	N/A
5.1.27	Galvez Garage	5:00 a.m. to 9:00 p.m. Mon thru Th 5:30 a.m. to 3:00 p.m. Saturday	N/A
5.1.28	Welcome Center Garage	7:00 a.m. to 7:00 p.m. Mon thru Fri	N/A
5.1.29	State Parking Garage	6:00 a.m. to 12:00 a.m. Mon thru Wed 6:00 a.m. to 3:00 a.m. Thu, Fri 8:00 a.m. to 3:00 a.m. Saturday 8:00 a.m. to 12:00 a.m. Sunday	N/A
Central Plants			
5.1.30	Central Plant - South	24/7/365	24/7/365
5.1.31	Central Plant - North	24/7/365	24/7/365
5.1.32	Shaw Center Central Plant	24/7/365	24/7/365
New Orleans			
5.1.33	State Supreme Court	7:30 a.m. to 5:30 p.m. Mon thru Fri	24/7/365
5.1.34	Harvey State Office Building	7:00 a.m. to 5:30 p.m. Mon thru Fri	3:00 a.m. to 9:00 p.m. Mon thru Fri 5:00 a.m. to 9:00 p.m. Sat thru Sun
Brazoria			
5.1.35	Brandywine State Office Buildings		
	Brandywine III	7:30 a.m. to 5:00 p.m. Mon thru Fri	4:00 a.m. to 7:00 p.m. Mon thru Fri 8:00 a.m. to 7:00 p.m. Sunday
	Brandywine VI	6:30 a.m. to 6:00 p.m. Mon thru Fri	4:00 a.m. to 7:00 p.m. Mon thru Fri 8:00 a.m. to 7:00 p.m. Sunday
Alexandria			
5.1.36	Alexandria State Office Building	7:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
Shreveport			
5.1.37	Monroe State Office Building	7:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
Shreveport			
5.1.38	Shreveport State Office Building	7:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.39	Jordan Street	7:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365
5.1.40	Second Circuit Court of Appea	7:30 a.m. to 5:00 p.m. Mon thru Fri	24/7/365

SECURITY STAFFING SCHEDULE "A"
(FOR PRIVATE SECURITY GUARD STAFFING)

FACILITY REF. NO.	FACILITY NAME (CAPITOL PARK & DOWNTOWN BATON ROUGE)	Private Security Post Position (LOCATION)	No. of Guards per Shift	Weekly Work Schedule	Shift Hours	Total Work Hours Per Wk.
5.1.1	STATE CAPITOL					
5.1.2	CAPITOL ANNEX	1 st floor and basement security desks	2	MON-FRI	7:30am-5:30pm	100
5.1.3	ARSENAL MUSEUM					
5.1.4	PENTAGON BARRACKS					
5.1.5	OSB – SERVICE CENTER					
5.1.6	INFORMATION SERVICES BLDG.	Security Desk	1	MON-SUN	24/7	168
5.1.7	LIVINGSTON BLDG.	Security Desk	1	MON-SUN	24/7	168
5.1.8	POYORAS BLDG.	Security Desk	1	MON-FRI	6:30am-6:30pm	120
		Loading Dock	1	MON-FRI	6:30am-6:30pm	
5.1.9	FIRST CIRCUIT COURT OF APPEAL					
5.1.10	CLAIBORNE BLDG.	1 st floor security desk	2	2 guards M-F	2 guards 7a-5p	268
		Loading Dock Security Office	1	1 guard 24/7	1 guard 24/7	
5.1.11	WELCOME CENTER					
5.1.12	STATE MUSEUM					
5.1.13	STATE LIBRARY	Security Desk	1	MON-FRI	8:30am-5:30pm	45
5.1.14	LASALLE BLDG.	Loading Dock	1	MON-FRI	8:00am-4:00pm	40
5.1.15	IBERVILLE BLDG.	Security Desk	1	1 guard M-F	6:30am-2:30pm	148
		Security Desk	1	1 guard M-F	2:30pm-11:30pm	
		Security Desk	1	1 guard SAT-SUN	6:30am-3:30pm	
		Loading Dock	1	MON- FRI	7:30am-4:30pm	
5.1.16	BIENVILLE BLDG.	Security Desk	1	MON-FRI	6:00am-6:00pm	120
		Loading Dock	1	MON-FRI	6:00am-6:00pm	
5.1.17	GALVEZ BLDG.	Security Desk	1	MON-SUN	24/7	168
5.1.18	GOVERNOR'S MANSION					
5.1.19	"OLO" GOVERNOR'S MANSION					
5.1.20	BATON ROUGE STATE OFFICE BLDG.	1 st floor security desk	1	MON-FRI	6:00am-6:00pm	60
5.1.21	WOODDALE STATE OFFICE BLDG.	Security Desk	1	MON-SUN	24/7	168
5.1.22	CHAMPION STATE OFFICE BLDG.					
5.1.23	SHAW CENTER					
5.1.24	OEQ LAB	Security desk/Roving	1	MON-FRI	4:30pm-6:30am	118
		Security Desk/Roving	1	SAT-SUN	6:30am SAT- 6:30am MON	
5.1.25	CLAIBORNE PARKING GARAGE					
5.1.26	LASALLE PARKING GARAGE					
5.1.27	GALVEZ PARKING GARAGE					
5.1.28	WELCOME CENTER PARKING GARAGE					
5.1.29	STATE PARKING GARAGE					
5.1.30	CENTRAL PLANT – SOUTH					
5.1.31	CENTRAL PLANT – NORTH					
5.1.32	SHAW CENTER PLANT					
5.1.41	OLO STATE CAPITOL					

FACILITY REF. NO.	FACILITY NAME (OUT OF TOWN)	Private Security Post Position (LOCATION)	No. of Guards per Shift	Weekly Work Schedule	Shift Hours	Total Work Hours Per Wk
5.1.33	STATE SUPREME COURT					
5.1.34	HARVEY STATE OFFICE BLDG.	Main Security Oesk	1	MON-FRI	8:00am-4:00pm	220
		Main Security Oesk	1	MON-FRI	7:30am-5:30pm	
		2 nd Floor Waiting Room	1	MON-FRI	7:30am-5:30pm	
		Main Security Desk	1	MON-FRI	4:00pm-12:00am	
		Main Security Desk	1	MON-FRI	12:00am-8:00am	
5.1.35	BRANDYWINE STATE OFFICE BLDG.	*Security Desk	1	MON-FRI	6:00am-2:00pm	120
		*Security Desk	1	MON-FRI	8:30am-4:30pm	
		*Security Oesk	1	MON-FRI	11:00am-7:00pm	
		*The three shifts overlap - Daily coverage is 6:00am-7:00pm. Guards rotate between Buildings III & VI. There is (1) guard from 6:00am-8:30am, two (2) guards from 8:30am-11:00am. Three (3) guards are provided from 11:00am-2:00pm, two (2) guards from 2:00pm-4:30pm, and one (1) guard from 4:30pm-7:00pm.				
5.1.36	ALEXANDRIA STATE OFFICE BLDG.	1 st Floor Security Desk/2 nd Floor Waiting Room	1	MON-FRI	6:00am-6:00pm	155
			1	MON-FRI	7:00am-4:00pm	
			1	MON-FRI	7:00am-5:00pm	
5.1.37	MONROE STATE OFFICE BLDG.	Security Oesk	1	MON-FRI	6:30am-2:00pm	75
		Security Oesk	1	MON-FRI	10:00am-5:30pm	
5.1.38	SHREVEPORT STATE OFFICE BLDG.	Security Desk (Rear)	1	MON-FRI	6:00am-2:00pm	260.5
		Security Desk (Front-Fairfield)	1	MON-FRI	7:00am-5:30pm	
		Security Desk (Rear)	1	MON-FRI	2:00pm-10:00pm	
		Security Desk (Rear)	1	MON-FRI	10:00pm-6:00am	
		Jordon Street Parking Lot	1	MON-FRI	7:30am-3:30pm	
		Security Desk (Roving)	1	SAT-SUN	6:00am SAT-6:00am MON	
5.1.42	NEW ORLEANS STATE OFFICE BLDG.					

5.1.1	STATE CAPITOL					
5.1.2	CAPITOL ANNEX	Security Desk / Roving	1	MON-FRI	7:30am-4:30pm	45
5.1.3	ARSENAL MUSEUM					
5.1.4	PENTAGON BARRACKS					
5.1.5	OSB – SERVICE CENTER					
5.1.6	INFORMATION SERVICES BLDG.					
5.1.7	LIVINGSTON BLDG.	Security Desk / Roving	1	MON-FRI	7:30am-5:30pm	50
5.1.8	POYDRAS BLDG.	Security Desk / Roving	1	MON-FRI	7:30am-5:30pm	50
5.1.9	FIRST CIRCUIT COURT OF APPEAL					
5.1.10	CLAIBORNE BLDG.	Security Desk / Roving	1	MON-FRI	7:30am-4:30pm	45
5.1.11	WELCOME CENTER					
5.1.12	STATE MUSEUM					
5.1.13	STATE LIBRARY					
5.1.14	LASALLE BLDG.	Security Desk / Roving	1	MON-SUN	24/7	168
5.1.15	IBERVILLE BLDG.	Security Desk / Roving	1	MON-FRI	7:30am-4:30pm	45
5.1.16	BIENVILLE BLDG.	Security Desk / Roving	1	MON-FRI	6:00am-6:00pm	60
5.1.17	GALVEZ BLDG.	Security Desk / Roving	1	MON-FRI	7:00am-5:00pm	50
5.1.18	GOVERNOR'S MANSION					
5.1.19	"OLD" GOVERNOR'S MANSION					
5.1.20	BATON ROUGE STATE OFFICE BLDG.	Security Desk / Roving	1	MON-FRI	7:30am-4:30pm	45
5.1.21	WOODDALE STATE OFFICE BLDG.	Security Desk / Roving	1	MON-FRI	7:00am-5:00pm	50
5.1.22	CHAMPION "A" STATE OFFICE BLDG.	Security Desk / Roving	1	TUE, WED, FRI	7:00am-5:00pm	53
				MON	7:00am-6:00pm	
				THU	7:00am-7:00pm	
	CHAMPION "B" STATE OFFICE BLDG.	Security Desk / Roving	1	MON, TUE, WED, THU	7:00am-9:30pm	68
				FRI	7:00am-5:00pm	
	CHAMPION "A & B" STATE OFFICE BLDG.	Roving Office A & B Buildings	1	MON, TUE, WED, THU	7:00am-9:30pm	68
				FRI	7:00am-5:00pm	
5.1.23	SHAW CENTER					
5.1.24	DEQ LAB					
5.1.25	CLAIBORNE PARKING GARAGE					
5.1.26	LASALLE PARKING GARAGE					
5.1.27	GALVEZ PARKING GARAGE					
5.1.28	WELCOME CENTER PARKING GARAGE					
5.1.29	STATE PARKING GARAGE					
5.1.30	CENTRAL PLANT – SOUTH					
5.1.31	CENTRAL PLANT – NORTH					
5.1.32	SHAW CENTER PLANT					
5.1.41	OLD STATE CAPITOL					

5.1.33	STATE SUPREME COURT					
5.1.34	HARVEY STATE OFFICE BLDG.	Security Desk / Roving	2	MON-FRI	8:00am-4:30pm	85
		Security Desk / Roving	1	MON, WED, FRI	8:00am-5:00pm	45
		Security Desk / Roving	1	TUE, THU	7:00am-5:30pm	21
		Security Desk / Roving	1	MON-FRI	4:00pm-12:00am	40
		Security Desk / Roving	1	MON-FRI	12:00am-8:00am	40
5.1.35	BRANDYWINE STATE OFFICE BLDG.	Security Desk	1	MON-FRI	7:30am-4:30pm	45
5.1.36	ALEXANDRIA STATE OFFICE BLDG.	Security Desk	1	MON-FRI	7:00am-4:00pm	45
5.1.37	MONROE STATE OFFICE BLDG.	Security Desk / Roving	1	MON-FRI	8:00am-4:30pm	42.5
5.1.38	SHREVEPORT STATE OFFICE BLDG.	Security Desk	1	MON-FRI	7:00am-3:00pm	80
		Security Desk	1	MON-FRI	9:30am-5:30pm	
5.1.42	NEW ORLEANS STATE OFFICE BLDG.					

APPENDIX "A - 1"

FACILITY MAINTENANCE PRICING SCHEDULE

	FACILITY NAME	FIRM, FIXED ANNUAL PRICE	FIRM, FIXED ANNUAL PRICE	FIRM, FIXED ANNUAL PRICE	MAXIMUM ANNUAL PRICE	MAXIMUM ANNUAL PRICE
		YEAR 1	YEAR 2	YEAR 3	FIRST RENEWAL OPTION	SECOND RENEWAL OPTION
		(7/1/2010 - 6/30/2011)	(7/1/2011 - 6/30/2012)	(7/1/2012 - 6/30/2013)	(7/1/2013 - 6/30/2014)	(7/1/2014 - 6/30/2015)
5.1.1	STATE CAPITOL	\$	\$	\$	\$	\$
5.1.2	CAPITOL ANNEX	\$	\$	\$	\$	\$
5.1.3	ARSENAL MUSEUM	\$	\$	\$	\$	\$
5.1.4	PENTAGON BARRACKS	\$	\$	\$	\$	\$
5.1.5	OSB - SERVICE CENTER	\$	\$	\$	\$	\$
5.1.6	INFORMATION SERVICES BLDG.	\$	\$	\$	\$	\$
5.1.7	LIVINGSTON BLDG.	\$	\$	\$	\$	\$
5.1.8	POYDRAS BLDG.	\$	\$	\$	\$	\$
5.1.9	FIRST CIRCUIT COURT OF APPEAL	\$	\$	\$	\$	\$
5.1.10	CLAIBORNE BLDG.	\$	\$	\$	\$	\$
5.1.11	WELCOME CENTER	\$	\$	\$	\$	\$
5.1.12	STATE MUSEUM	\$	\$	\$	\$	\$
5.1.13	STATE LIBRARY	\$	\$	\$	\$	\$
5.1.14	LASALLE BLDG.	\$	\$	\$	\$	\$
5.1.15	IBERVILLE BLDG.	\$	\$	\$	\$	\$
5.1.16	BIENVILLE BLDG.	\$	\$	\$	\$	\$
5.1.17	GALVEZ BLDG.	\$	\$	\$	\$	\$
5.1.18	GOVERNOR'S MANSION	\$	\$	\$	\$	\$
5.1.19	"OLD" GOVERNOR'S MANSION	\$	\$	\$	\$	\$
5.1.20	BATON ROUGE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.21	WOODDALE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.22	CHAMPION STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.23	SHAW CENTER	\$	\$	\$	\$	\$
5.1.24	DEQ LAB	\$	\$	\$	\$	\$
5.1.25	CLAIBORNE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.26	LASALLE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.27	GALVEZ PARKING GARAGE	\$	\$	\$	\$	\$
5.1.28	WELCOME CENTER PARKING GARAGE	\$	\$	\$	\$	\$
5.1.29	STATE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.30	CENTRAL PLANT - SOUTH	\$	\$	\$	\$	\$
5.1.31	CENTRAL PLANT - NORTH	\$	\$	\$	\$	\$
5.1.32	SHAW CENTER PLANT	\$	\$	\$	\$	\$
5.1.33	STATE SUPREME COURT	\$	\$	\$	\$	\$
5.1.34	HARVEY STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.35	BRANOWINE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.36	ALEXANDRIA STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.37	MONROE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.38	SHREVEPORT STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.39	JORDON STREET BLDG.	\$	\$	\$	\$	\$
5.1.40	SECOND CIRCUIT COURT OF APPEAL	\$	\$	\$	\$	\$
5.1.41	OLD STATE CAPITOL	\$	\$	\$	\$	\$
5.1.42	NEW ORLEANS STATE OFFICE BLDG.	\$	\$	\$	\$	\$
	TOTAL ANNUAL PRICE	\$	\$	\$	\$	\$
		YEAR 1	YEAR 2	YEAR 3	RENEWAL YEAR 1	RENEWAL YEAR 2
	TOTAL PRICE FOR 3 YRS	\$				

APPENDIX "A - 2"

ALTERNATE #1 - SECURITY PRICING SCHEDULE

	FACILITY NAME	FIRM, FIXED ANNUAL PRICE	FIRM, FIXED ANNUAL PRICE	FIRM, FIXED ANNUAL PRICE	MAXIMUM ANNUAL PRICE	MAXIMUM ANNUAL PRICE
		YEAR 1	YEAR 2	YEAR 3	FIRST RENEWAL OPTION	SECOND RENEWAL OPTION
		(7/1/2010 - 6/30/2011)	(7/1/2011 - 6/30/2012)	(7/1/2012 - 6/30/2013)	(7/1/2013 - 6/30/2014)	(7/1/2014 - 6/30/2015)
5.1.1	STATE CAPITOL					
5.1.2	CAPITOL ANNEX	\$	\$	\$	\$	\$
5.1.3	ARSENAL MUSEUM	\$	\$	\$	\$	\$
5.1.4	PENTAGON BARRACKS	\$	\$	\$	\$	\$
5.1.5	OSB - SERVICE CENTER	\$	\$	\$	\$	\$
5.1.6	INFORMATION SERVICES BLDG.	\$	\$	\$	\$	\$
5.1.7	LIVINGSTON BLDG.	\$	\$	\$	\$	\$
5.1.8	POYDRAS BLDG.	\$	\$	\$	\$	\$
5.1.9	FIRST CIRCUIT COURT OF APPEAL	\$	\$	\$	\$	\$
5.1.10	CLAIBORNE BLDG.	\$	\$	\$	\$	\$
5.1.11	WELCOME CENTER	\$	\$	\$	\$	\$
5.1.12	STATE MUSEUM	\$	\$	\$	\$	\$
5.1.13	STATE LIBRARY	\$	\$	\$	\$	\$
5.1.14	LASALLE BLDG.	\$	\$	\$	\$	\$
5.1.15	IBERVILLE BLDG.	\$	\$	\$	\$	\$
5.1.16	BIENVILLE BLDG.	\$	\$	\$	\$	\$
5.1.17	GALVEZ BLDG.	\$	\$	\$	\$	\$
5.1.18	GOVERNOR'S MANSION					
5.1.19	"OLD" GOVERNOR'S MANSION	\$	\$	\$	\$	\$
5.1.20	BATON ROUGE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.21	WOODDALE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.22	CHAMPION STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.23	SHAW CENTER	\$	\$	\$	\$	\$
5.1.24	DEQ LAB	\$	\$	\$	\$	\$
5.1.25	CLAIBORNE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.26	LASALLE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.27	GALVEZ PARKING GARAGE	\$	\$	\$	\$	\$
5.1.28	WELCOME CENTER PARKING GARAGE	\$	\$	\$	\$	\$
5.1.29	STATE PARKING GARAGE	\$	\$	\$	\$	\$
5.1.30	CENTRAL PLANT - SOUTH	\$	\$	\$	\$	\$
5.1.31	CENTRAL PLANT - NORTH	\$	\$	\$	\$	\$
5.1.32	SHAW CENTER PLANT	\$	\$	\$	\$	\$
5.1.33	STATE SUPREME COURT					
5.1.34	HARVEY STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.35	BRANDYWINE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.36	ALEXANDRIA STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.37	MONROE STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.38	SHREVEPORT STATE OFFICE BLDG.	\$	\$	\$	\$	\$
5.1.39	JORDON STREET BLDG.	\$	\$	\$	\$	\$
5.1.40	SECONO CIRCUIT COURT OF APPEAL					
5.1.41	OLD STATE CAPITOL	\$	\$	\$	\$	\$
5.1.42	NEW ORLEANS STATE OFFICE BLDG.					
	TOTAL ANNUAL PRICE	\$	\$	\$	\$	\$
		YEAR 1	YEAR 2	YEAR 3	RENEWAL YEAR 1	RENEWAL YEAR 2
	TOTAL PRICE FOR	\$				

APPENDIX "A-3"

START-UP COSTS

The Proposer shall fully implement the facility maintenance services, including all subcontracted services, not later than sixty (60) days following the award of the contract from the Office of State Purchasing. The State of Louisiana shall terminate the existing contracts for the various supportive services effective at the end of the State of Louisiana's fiscal year, June 30, 2010. The Proposer shall establish any and all subcontractor relationships in advance and establish all start-up related activities and costs prior to July 1, 2010.

Upon notification of the award of this contract, the Proposer shall be granted access to the facilities, properties, etc. to allow the provider to begin implementation of its services. During the start-up period, the FMP shall provide to the Office of State Buildings an itemized list of all tools and equipment that are planned to be used and stored at the various facilities. A current list is to be retained at all times by the FMP and provided to the Office of State Buildings upon request.

The Proposer shall provide a firm, fixed total start-up price for the provision of facilities maintenance services in accordance with the provisions and requirements of this RFP. All costs associated with start-up services shall be included in the stated price. As a part of the firm, fixed total price, the Proposer shall include an itemized listing of the start-up costs.

\$ _____ Firm, Fixed Total Price

APPENDIX “B”

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance may be included in the Contractor's bid.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers' Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of Louisiana. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease.

2. **Commercial General Liability**

Commercial General Liability insurance shall have a minimum limit per occurrence of \$5,000,000 and a minimum general aggregate of \$10,000,000. Insurance Services Office Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana) is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability insurance shall have a minimum limit per occurrence of \$5,000,000. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana) is to be used in the policy. This insurance shall include liability for owned, hired and non-owned automobiles.

4. **Professional Liability**

Professional Liability insurance shall have minimum limit of \$5,000,000. Claims-made coverage is acceptable.

5. **Pollution Liability**

Pollution Liability insurance shall have a minimum limit of \$1,000,000. The insurance shall include coverage for gradual and sudden and accidental release. Claims-made coverage is acceptable. The policy shall provide for an extended reporting period of no less than 24 months.

6. **Performance and Fidelity Bonds**

Performance bond shall be in the amount of 25% of the contract price as security for faithful performance of the contract. It shall reference the terms of the contract in full as though they were set forth verbatim in the bond itself.

Fidelity bond shall be in the amount of \$500,000 for all losses, including damage to State-owned property, caused by the dishonesty of any and all Contractor's employees performing work on the contract.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions. At the option of the Agency, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability and Pollution Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers are to be added as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
 - c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.
2. Workers' Compensation and Employers Liability Coverage

The Contractor's insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. Performance and Fidelity Bonds

- a. The company underwriting the performance bond shall be named as an acceptable company in the Department of the Treasury Federal Register. In the event the contract value is amended, the value of the performance bond shall be increased by the same amount.
- b. Both bonds shall be submitted to the Office of State Purchasing within 30 days of the execution of the contract. The bond shall remain in effect during the full term of the contract including any renewal periods.

4. All Coverages

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party (the Contractor or the insurer) or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Agency.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

E. VERIFICATION OF COVERAGE

The Contractor shall furnish the Agency with certificates of insurance reflecting proof of required coverage. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

F. SUBCONTRACTORS

The Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for furnishing separate certificates for each subcontractor to the Agency. All coverages for subcontractors shall be subject to all of the requirements stated herein.

APPENDIX "C"

BLANKET FIDELITY BOND

The bidder/contractor shall provide Blanket Fidelity Bond Coverage for the State of Louisiana as regards loss of and loss from damage to Covered Property resulting from dishonesty of employees leased by the bidder/contractor to the State of Louisiana to perform under a written agreement between the bidder/contractor and the State of Louisiana to perform duties related to the conduct, activities, or operation of the State of Louisiana business.

The limit of insurance will be Twenty-Five Thousand Dollars and no cents (\$25,000.00) per loss in any one "occurrence".

"Covered Property" means money, securities, and property other than money and securities.

"Dishonesty of Employee" means only dishonest acts committed by an "employee", whether identified or not, acting alone or in collusion with other persons, with the manifest intent to:

- 1.) Caused you to sustain loss, and also
- 2.) Obtain financial benefit (other than employee benefits earned in the normal course of employment, including: salaries, commissions, fees, bonuses, promotions, awards, profit sharing or pensions) for:
 - a.) The "employee", or
 - b.) Any person or organization intended by the "employee" to receive that benefit

"Occurrence" means all loss caused by, or involving, one or more "employees", whether the result of a single act or series of acts.

"Employee" includes any natural person leased to you by bidder/contractor, under a written agreement between you and the bidder/contractor, to perform duties related to the conduct, activities or operations of your business.

APPENDIX "D"

SAMPLE GENERIC CONTRACT

STATE OF LOUISIANA
PARISH OF _____

File No. _____

CONTRACT

Be it known, that effective upon approval by the Director of State Purchasing, as evidenced by the Director's signature on this document, the (*Agency Name*) (hereinafter sometimes referred to as "State") and (*Contractor's name and legal address including zip code*) (hereinafter sometimes referred to as "Contractor") do hereby enter into contract under the following terms and conditions.

SCOPE OF SERVICE

Contractor hereby agrees to furnish the following services:

(If the Scope of Services is more lengthy than will fit here, it may be attached separately, referenced and incorporated herein.)

CONTRACT MODIFICATIONS

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

FUND USE

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

HEADINGS

Descriptive headings in this contract are for convenience only and shall not affect the construction or meaning of contractual language.

PAYMENT TERMS

The Contractor shall invoice the State Agency directly and payment shall be made by the State Agency directly to the Contractor in accordance with the payment terms agreed to in the Contract.

DELIVERABLES

Contractor will deliver the item(s) or service(s) as described below (or per the attached) per the following schedule...

TAXES

Contractor agrees that all applicable taxes are included in the schedule pricing. State agencies are exempt from all state and local sales and use taxes. Contractor's federal tax identification number is [TO BE COMPLETED]

TERMINATION OF THIS CONTRACT FOR CAUSE

The State may terminate this contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to this contract, provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

TERMINATION OF THIS CONTRACT FOR CONVENIENCE

The State may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

OWNERSHIP

All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

USE OF AGENCY'S FACILITIES

Any property of the State furnished to the Contractor shall, unless otherwise provided herein, or approved by the State and/or Agency, be used only for the performance of this contract.

The Contractor shall be responsible for any loss or damage to property of the State and/or State Agency which results from willful misconduct or lack of good faith on the part of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices, to ensure that the property will be returned to the State and/or State Agency in like condition, except for normal wear and tear, to that in which it was furnished to the Contractor. Upon the happening of loss, or destruction of, or damage to property of the State, the Contractor shall notify the State thereof and shall take all reasonable steps to protect that property from further damage.

The Contractor shall surrender to the State and/or State Agency all property of the State and/or State Agency prior to settlement upon completion, termination, or cancellation of this contract. All reference to the Contractor under this section shall include any of its employees, agents, or subcontractors.

WAIVER

Waiver of any breach of any term or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by the written consent of both parties.

WARRANTIES

Contractor warrants that all services shall be performed in a workmanlike manner, and according to its current description (including any completion criteria) contained in the scope of work.

This paragraph may only apply when software is involved.

No Surreptitious Code Warranty. Contractor warrants that Contractor will make all commercially reasonable efforts not to include any Unauthorized Code in the software provided hereunder. "Unauthorized Code" means any virus, Trojan horse, worm or other software routine or component designed to permit unauthorized access to disable, erase, or otherwise harm software, equipment, or data, or to perform any other such actions. Excluded from this prohibition are identified and State-authorized features designed for purposes of maintenance or technical support.

Extent of Warranty: THESE WARRANTIES REPLACE ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE

INDEMNIFICATION AND LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under this contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of this contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.

Contractor will indemnify, defend and hold the State harmless, ***without limitation***, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) State's unauthorized modification or alteration of a Product, Material, or Service; ii) State's use of the Product, Material, or Service in combination with other products, materials, or services not furnished by Contractor; iii) State's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the state's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability **for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges for services rendered by the Contractor under the Contract.** Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

INSURANCE

Contractor will be required to provide the State of Louisiana with Certificates of adequate insurance indicating coverage required, *(in accordance with Section(s) _____ of the RFP).*

LICENSES AND PERMITS

Contractor shall secure and maintain all licenses and permits, and pay inspection fees required to do the work required to complete this contract, if applicable.

SEVERABILITY

If any term or condition of this contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this contract are declared severable.

SUBCONTRACTORS

The Contractor may enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The Contractor will be the single point of contact for all subcontractor work.

ASSIGNMENT

Contractor shall not assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

CODE OF ETHICS

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

CONFIDENTIALITY

The following provision will apply unless the state agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to the State's operations which are designated confidential by the State and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

CONTRACT CONTROVERSIES

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statute 39:1673.

RIGHT TO AUDIT

The State Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years after project acceptance or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

SECURITY

Contractor's personnel will comply with all security regulations in effect at the State's premises, and externally for materials and property belonging to the State or to the project. Where special security

precautions are warranted (e.g., correctional facilities), the State shall provide such procedures to the Contractor, accordingly. Contractor is responsible for promptly reporting to the State any known breach of security.

TERM OF CONTRACT

This Contract is effective upon OSP approval and will end no later than *<length of term specified in the RFP>*, unless otherwise terminated in accordance with the Termination provision of this Agreement. The State has the option, upon acceptance by the Contractor, to extend for *<extension language as specified in the RFP>*.

COMMENCEMENT OF WORK

No work shall be performed by Contractor and the State shall not be bound until such time as a Contract is fully executed between the State and the Contractor and all required approvals are obtained.

FISCAL FUNDING

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

GOVERNING LAW

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

ORDER OF PRECEDENCE

The Request for Proposals (RFP), dated _____, and the Contractor's Proposal dated _____, are attached hereto and, incorporated into this Contract as though fully set forth herein. In the event of an inconsistency between this Contract, the RFP and/or the Contractor's Proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Contract, then to the RFP and finally, the Contractor's Proposal.

THUS DONE AND SIGNED AT _____ on this _____ day of _____, 20____, and, IN WITNESS WHEREOF, the parties have executed this Contract.

WITNESSES' SIGNATURES:

CONTRACTOR SIGNATURE:

By: _____
Title: _____

THUS DONE AND SIGNED AT _____ on this _____ day of _____, 20____, and, IN WITNESS WHEREOF, the parties have executed this Contract.

WITNESSES' SIGNATURES:

STATE AGENCY SIGNATURE:

By: _____
Title _____

Phone No.: _____

Approved by:

Director of State Purchasing

Date: _____

APPENDIX "A"

PRICING SCHEDULES

Facility Maintenance Services: The Proposer shall provide a firm, fixed annual price for each facility location and for each year of the original contract period, and a maximum annual price for each potential renewal period for the provision of facilities maintenance services in accordance with the provisions and requirements of this Request for Proposal (RFP). All costs associated with providing the required services shall be included in the stated prices.

In addition to the stated firm, fixed annual prices, the Proposer shall provide a price for start-up costs for the Facility Maintenance Services.

The Proposer shall also provide a firm, fixed price for each facility location and year of the original and contract period, and a maximum annual price for each potential renewal period for the provision of ***Security Services*** in accordance with the provision and requirements of this Request for Proposal (RFP); this pricing shall be ***Alternate #1***. All costs associated with providing these required services shall be included in the stated prices.