

2/12/01

STATE-

WIDE

LEASING

HFIN

FILE

Leases Budget Request Unit

Contact: Chris Parce, Director, Division of General Services
 Tel: (907) 465-2250 Fax: (907) 465-2189 E-mail: Chris_Parce@admin.state.ak.us

BRU Mission

Provide cost effective and efficient office space for state agencies in a timely manner.

BRU Services Provided

- Procure private lease space for the use of state agencies.
- Manage and administer over 260 leases statewide.
- Manage and administer use of space in state leased facilities.
- Provide space-planning recommendations.
- Conduct lease rate and lease space availability market research studies.
- Consolidate state owned and/or leases space when economies can be realized.

BRU Goals and Strategies

- Provide cost effective management of the State's lease portfolio.
- Assure efficient use of space in state leased facilities.
 - Provide suitable, economical office space that meets state agency needs.
 - Replace, in a timely and efficient manner, expiring state leases where needed.
 - Implement an improved tracking system to provide better state agency customer service and response time.

Key BRU Issues for FY2001 – 2002

- Deploy an automated lease tracking and projection data management system.
- Obtain replacement space for leases expiring in FY2001 and FY2002.
- Obtain new or additional space for state agencies as required.

The following leases have expirations during FY2002 and if they are replaced, the cost of a new lease may exceed the limits set in AS 36.30.080 (c) of \$500,000 per year or \$2.5 million for the life of the lease; this list shall serve as the required notification. The annual lease costs are the costs of the current leases. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included. This estimate is simply the current annual cost multiplied by 15 to represent the average length of a new lease including renewal options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation.

Lease #	Location	Current Agency	Annual Sq. Ft.	Expiration Cost	Potential Date	Total Cost
N/A	Anchorage	H&SS	24,076	722,280	N/A	10,834,200
2181	Juneau	Law/DOA	8,673	174,848	6/30/01	2,888,109
N/A	Anchorage	DOA	8,644	217,000	11/30/17	3,255,000
N/A	Anchorage	DCED	23,000	550,000	3/31/26	8,250,000
2371	Fairbanks	DOT/PF	14,202	288,000	7/31/17	4,320,000

Major BRU Accomplishments for FY2000

- Obtained replacement space for leases expiring in FY2000 and FY2001.
- Consolidated the Department of Health and Social Services administrative offices in Anchorage.

- Provided space to be used by the consolidated Department of Community and Economic Development.
- Designed, planned, constructed and relocated the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building in Anchorage.

Leases

BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures												
None.												
Non-Formula Expenditures												
Leases	23,885.6	0.0	11,447.6	35,333.2	20,331.7	0.0	10,427.6	30,759.3	22,192.6	0.0	10,427.6	32,620.2
Lease Administration	559.3	0.0	114.9	674.2	386.7	0.0	118.8	505.5	385.5	0.0	118.5	504.0
Totals	24,444.9	0.0	11,562.5	36,007.4	20,718.4	0.0	10,546.4	31,264.8	22,578.1	0.0	10,546.1	33,124.2

Leases

Proposed Changes in Levels of Service for FY2002

Funding for Lease Obligations:

An increment request for \$1,900.0 of General Funds is requested and will be used to pay contractual lease obligations.

Agency Operations Transfer to PBF Building:

In FY2001 the Department of Public Safety moved from private leased space to the Juneau Public Safety Building (a Public Building Fund facility). Therefore, a transfer from the Leases component to the Department of Public Safety's State Facilities Rent is requested.

A transfer to the Department of Community and Economic Development State Facilities Rent component will adjust their Atwood Building funding level to their actual level of facility occupancy. During the transition to the Atwood Building from private lease space the measurement of actual space occupied by the agency was not possible due to construction.

Leases

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	20,718.4	0.0	10,546.4	31,264.8
Adjustments which will continue current level of service:				
-Leases	-39.1	0.0	0.0	-39.1
-Lease Administration	-1.2	0.0	-0.3	-1.5
Proposed budget increases:				
-Leases	1,900.0	0.0	0.0	1,900.0
FY2002 Governor	22,578.1	0.0	10,546.1	33,124.2

Component: Leases

Contact: Chris Parce, Director, Division of General Services
 Tel: (907) 465-2250 Fax: (907) 465-2198 E-mail: Chris_Parce@admin.state.ak.us

Component Mission

This component holds the funding to pay state lease costs – please refer to the Lease Administration component for a more complete description of this component.

Component Services Provided

This component holds the funding to pay state lease costs – please refer to the Lease Administration component for a more complete description of this component.

Component Goals and Strategies

This component holds the funding to pay state lease costs – please refer to the Lease Administration component for a more complete description of this component.

Key Component Issues for FY2001 – 2002

This component holds the funding to pay state lease costs – please refer to the Lease Administration component for a more complete description of this component.

Major Component Accomplishments for FY2000

This component holds the funding to pay state lease costs – please refer to the Lease Administration component for a more complete description of this component.

Statutory and Regulatory Authority

AS 36.30.080
 AS 44.21.020 (1), (5)

Key Performance Measures for FY2002

Measure: The cost per square foot of leased space.
(Added by Legislature in FY2001 version.)

Measure: The length of time taken to procure leased space.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The cost per square foot of leased space.			X		
• The length of time taken to procure leased space.			X		

Leases
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	34,978.6	30,759.3	32,620.2
74000 Supplies	0.0	0.0	0.0
75000 Equipment	354.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	35,333.2	30,759.3	32,620.2
Funding Sources:			
1004 General Fund Receipts	23,885.6	20,331.7	22,192.6
1007 Inter-Agency Receipts	11,447.6	10,427.6	10,427.6
Funding Totals	35,333.2	30,759.3	32,620.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	17.6	17.6	17.6	17.6	17.6
Unrestricted Total		17.6	17.6	17.6	17.6	17.6
Restricted Revenues						
Interagency Receipts	51015	11,447.6	10,427.6	10,427.6	10,427.6	10,427.6
Restricted Total		11,447.6	10,427.6	10,427.6	10,427.6	10,427.6
Total Estimated Revenues		11,465.2	10,445.2	10,445.2	10,445.2	10,445.2

Leases

Proposed Changes in Levels of Service for FY2002

Funding for Lease Obligations:

An increment request for \$1,900.0 of General Funds is requested and will be used to pay contractual lease obligations.

Agency Operations Transfer to PBF Building:

In FY2001 the Department of Public Safety moved from private leased space to the Juneau Public Safety Building (a Public Building Fund facility). Therefore, a transfer from the Leases component to the Department of Public Safety's State Facilities Rent is requested.

A transfer to the Department of Community and Economic Development State Facilities Rent component will adjust their Atwood Building funding level to their actual level of facility occupancy. During the transition to the Atwood Building from private lease space the measurement of actual space occupied by the agency was not possible due to construction.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	20,331.7	0.0	10,427.6	30,759.3
Adjustments which will continue current level of service:				
-Transfer to Dept. of Public Safety	-24.3	0.0	0.0	-24.3
-Transfer to Dept. of Community & Economic Development	-14.8	0.0	0.0	-14.8
Proposed budget increases:				
-Funding for Lease Obligations	1,900.0	0.0	0.0	1,900.0
FY2002 Governor	22,192.6	0.0	10,427.6	32,620.2

Component Detail
Department of Administration

Component: Leases (81)
 BRU: Leases (316)

	FY2000 Actuals	FY2001 Conference Committee	FY2001 Authorized	FY2001 Management Plan	FY2002 Governor	FY2001 Management Plan vs FY2002 Governor	
71000 Personal Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Contractual	34,978.6	32,762.7	30,759.3	30,759.3	32,620.2	1,860.9	6.0%
74000 Supplies	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
75000 Equipment	354.6	0.0	0.0	0.0	0.0	0.0	0.0%
76000 Land/Buildings	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Claims	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	35,333.2	32,762.7	30,759.3	30,759.3	32,620.2	1,860.9	6.0%
Funding Sources:							
1004 Gen Fund	23,885.6	22,335.1	20,331.7	20,331.7	22,192.6	1,860.9	9.2%
1007 I/A Rcpts	11,447.6	10,427.6	10,427.6	10,427.6	10,427.6	0.0	0.0%
Positions:							
Permanent Full Time	0	0	0	0	0	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

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Change Record Detail - Multiple Scenarios With Description

Department of Administration

Component: Leases (81)

BRU: Leases (316)

Change Record Title	Trans Type	Totals	Personal Services	Travel	Contractual	Supplies	Equipment	Land/Buildings	Grants Claims	Positions			
										Misc.	PFT	PPT	NP
***** Changes From FY2001 Conference Committee To FY2001 Authorized *****													
Conference Committee	ConfCom	32,762.7	0.0	0.0	32,762.7	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		22,335.1											
1007 I/A Rcpts		10,427.6											
1004 Gen Fund													
Imported from Legislative Finance.													
HB 112 Establish Alaska Public Building Fund	FisNot	-2,003.4	0.0	0.0	-2,003.4	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2,003.4											
Approp to DOA, CH 19 SLA 2000, ADN													
To record decrease from the fiscal note for HB 112, establishing the Alaska Public Building Fund.													
Subtotal		30,769.3	0.0	0.0	30,769.3	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2001 Authorized To FY2001 Management Plan *****													
Subtotal		30,769.3	0.0	0.0	30,769.3	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2001 Management Plan To FY2002 Governor *****													
Funding for Lease Obligations	Inc	1,900.0	0.0	0.0	1,900.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1,900.0											
The leasing budget was shortfunded in FY2001. This increase is the amount necessary to fully fund contractual lease obligations.													
Transfer to Dept. of Public Safety	Alrout	-24.3	0.0	0.0	-24.3	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-24.3											
Transfer to the Department of Public Safety (DPS) for leasing costs no longer covered by the leasing budget. In FY2001 DPS relocated some operations from leased space to the Juneau Public Safety Building (a Public Building Fund facility).													
Transfer to Dept. of Community & Economic Development	Alrout	-14.8	0.0	0.0	-14.8	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-14.8											
Transfer to the DCED State Facilities Rent component to correct their Atwood Building funding level to reflect actual space utilization. During the transition to the Atwood Building from private leased space, the space needs of DCED was underestimated.													

Restricted Revenue Detail

Department of Administration

Component: Leases (81)

BRU: Leases (316)

Master Account	Revenue Description			FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
51015	Interagency Receipts			11,447.6	10,427.6	10,427.6	10,427.6	10,427.6
Detail Information								
Revenue Account	Revenue Description	AKSAS Fund	Collocation Code	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
59015	Office Of The Governr	11100	2560376	44.3	24.8	24.8	24.8	24.8
59020	Administration	11100	2560376	328.9	344.5	344.5	400.0	400.0
59030	Law	11100	2560376	761.8	772.2	772.2	779.4	779.4
59040	Revenue	11100	2560376	2,645.5	103.0	103.0	123.4	123.4
59050	Education	11100	2560376	230.2	232.8	232.8	234.2	234.2
59060	Health & Social Svcs	11100	2560376	3,234.4	4,718.6	4,718.6	4,134.3	4,134.3
59070	Labor	11100	2560376	1,290.9	1,229.0	1,229.0	1,341.6	1,341.6
59080	Commrc & Economic Dev	11100	2560376	637.1	657.0	657.0	755.0	755.0
59090	Military & Vet Affrs	11100	2560376	24.6	29.0	29.0	277.9	277.9
59100	Natural Resources	11100	2560376	317.4	336.3	336.3	380.9	380.9
59110	Fish & Game	11100	2560376	331.3	334.2	334.2	357.5	357.5

Restricted Revenue Detail

Department of Administration

Component: Leases (81)

BRU: Leases (316)

Master Account	Revenue Description	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
51015	Interagency Receipts	11,447.6	10,427.6	10,427.6	10,427.6	10,427.6

Detail Information

Revenue Account	Revenue Description	AKSAS Fund	Collocation Code	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
59120	Public Safety	11100	2560376	237.8	249.4	249.4	277.6	277.6
59180	Environmental Consvn	11100	2560376	1,167.9	1,173.6	1,173.6	1,122.3	1,122.3
59200	Adult Corrections	11100	2560376	169.1	197.0	197.0	191.4	191.4
59250	Dotpf Op, Tpb,& Othr	11100	2560376	26.4	26.2	26.2	27.3	27.3

00282

ALASKA STATE LEGISLATURE

LEGISLATIVE BUDGET AND AUDIT COMMITTEE

Division of Legislative Audit



P.O. Box 113300
 Juneau, AK 99811-3300
 (907) 465-3830
 FAX (907) 465-2347
 Internet e-mail address:
 legaudit@legis.state.ak.us

MEMORANDUM

TO: The Honorable Eldon Mulder
 Alaska State Representative

FROM: Pat Davidson *PD*
 Legislative Auditor

DATE: January 5, 2001

RE: Division of Motor Vehicles Space Lease

— Do we own existing bldg?
— Design Buided?
— when will New Bldg be ready?

At your request, we conducted a preliminary review of the space acquisition for the Division of Motor Vehicles (DMV) to determine whether an audit was indicated.

Background

DMV wished to consolidate its Anchorage field office, accounting, and warehouse functions into one facility. It also wanted to avoid some upcoming road construction in the area. The Division of General Services contracted for a professional space planner to assist in establishing the requirements for a request for proposal (RFP) for a space lease. The RFP specified approximately 15,000-16,000 square feet of office space and 2,800 square feet of warehouse space. This space was to be located in mid-Anchorage. The lease term would be for nine years, with three three-year extensions.

The proposals were to be evaluated on Function (25%), Appearance and Indoor Environment (10%), Public Convenience (20%), Alaska Bidder (10%), and Price (35%). The Price component was made up of the initial annual lease amount less any reduction for the extension periods.

The RFP drew five proposals. Four individuals from DMV and one from General Services evaluated the proposals. North Star easily won before the price was even considered. That is, even if North Star had received zero price points and all the other bidders had received the full 35%, North Star still would have won. A contract has not yet been signed.

Our Observations

The specifications in the RFP are not unreasonable. It will be high-quality space, but not extravagant. It did seem that there were more interview rooms than necessary for DMV business and staff size. However, this is a relatively minor issue, given the scope of the project.

The Honorable Eldon Mulder
Alaska State Representative

- 2 -

January 5, 2001

General Services did not adequately evaluate the pricing component. The error was in the RFP design. In effect, General Services intended to, and did, award price points based solely on the total of the lease payments in the extension periods. It ignored the payments in the initial nine years. In doing so it erroneously awarded the full 35% to North Star.

We calculated the net present value of the lease payments with a discount rate of 8%. The present value of the payments to North Star was \$7.2 million. Pacific Tower Properties was the low bidder at \$5.4 million. Thus, based upon the proposal evaluation, DMV will be getting a better building, but will be paying 33% more than the lowest bidder.

We also recalculated the pricing points using this net present value data. North Star would have won even if General Services had used this approach. As General Services commonly gives the price component 50%, rather than 35%, we also recalculated the scores at this level. North Star still won. Thus, while General Services' pricing evaluation was flawed, it made no difference as to which of the five won the bid.

However, we are concerned with how General Services' approach might have adversely impacted the proposals themselves. Most readers of the RFP would likely immediately note the flaw and either elect not to participate in the proposal process or to adjust their pricing accordingly. For example, to illustrate how significant the flaw is, assume that a proposer elected to take advantage of the flaw by charging an extraordinarily high price and still receive the full 35% in price points. This proposer would simply list monthly payments of \$1,000,000 for the initial nine years and \$1 per month in the extension periods. As General Services only scored the extension periods, this proposer would receive the full 35% in price points and all the other proposers would likely receive zero. Our concern is that some of the proposers may have elected to take advantage of this flaw by raising the prices of the unscored first nine years. The fact that the proposals were approximately twice as high as General Services had estimated supports this concern. *who?*

We have discussed the pricing flaw with General Services and were told future RFPs would include present value evaluations of the pricing component. However, as these DMV proposals may well be substantially higher because of the flaw, General Services should consider amending and reissuing the RFP with more appropriate price evaluation criteria. It has the authority to do so under AS 36.30.350 and 2 AAC 12.295. *?*

However, General Services is unwilling to do so, because of a potential liability to the apparent winning proposer and because of an immediate need for DMV to relocate. The relocation is necessary because its present access street (Dowling Road) will become part of a three-year construction project beginning in May 2001. *Nat Good Error*

If the legislature believes that the RFP should be reissued, it will need to take action immediately to try to prevent the issuance of a contract and the accumulation of associated costs by the apparent winner.

We believe we have addressed the key issues. A formal audit is not necessary.

Subject: Another comment on DMV's lease

Date: Sun, 07 Jan 2001 11:15:17 -0900

From: Dane Larsen <Dane_Larsen@legis.state.ak.us> Anchorage

**To: Vern O Jones <vern_jones@admin.state.ak.us>,
Tanci M Gentz <tanci_gentz@admin.state.ak.us>,
Loretta M Delk <loretta_delk@admin.state.ak.us>**

CC: Pat Davidson <Pat_Davidson@legis.state.ak.us>

In addition to the Net Present Value concern, I see that the evaluations were not summarized in accordance with the RFP.

The RFP calls for a full 35 points to be awarded for price, up to 25 points for Function, up to 10 points for Appearance and Indoor Environment, up to 20 points for Public Convenience, and a full 10 for AK Bidders and zero for all others. The total possible points is clearly 100. The winner would likely have less than 100, because its Function, Appearance, and/or Convenience scores would likely be less than the maximum or it might not be an AK Bidder. This structure has clearly told proposers that pricing is very important. In fact, it has told the proposers that the price component is 35% or higher of the total needed to win.


However, in the DMV evaluation process, this price component was understated by overweighing the Function, Appearance, and Convenience scores. Rather than averaging the five evaluator's scorings together for a possible total of 55 points, as indicated in the RFP, the scores were simply added together. In effect, Function, Appearance, and Convenience became 5 times more important than indicated in the RFP.

As we discussed on Friday, these bids may be higher than necessary because of the flawed pricing approach. This concern is supported by the fact that the proposals were twice the estimated cost.

Nevertheless, the overweighing of Function, Appearance, and Convenience would make no difference if you accept these possibly inflated pricing proposals. That is, given these bids, North Star would have won even if the proposals had been evaluated in a manner consistent with the RFP. See attached spreadsheet.

I will be back in the office on January 29th, if you would like to discuss it further.

Dane

 score_summary.xls	Name: score summary.xls Type: Excel File (application/msexcel) Encoding: base64
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out of state

	<u>Blomfield</u>	<u>Boniface</u>	<u>Hickel</u>	<u>North Star</u>	<u>WD Corp</u>
Net Present Value	12,435,282	5,362,827	7,367,523	7,252,998	6,185,446
less 5%, if AK Bidder	-621,764	0	-368,376	-362,650	-309,272
AK Preference Price	<u>11,813,523</u>	<u>5,362,827</u>	<u>6,999,147</u>	<u>6,890,348</u>	<u>5,876,173</u>

Price Points	<u>15.9</u>	<u>35.0</u>	<u>26.8</u>	<u>27.2</u>	<u>31.9</u>
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Function, Appearance, Public Convenience Points:					
Evaluator 1	25	10	22	41	17
Evaluator 2	36	15	24	40	20
Evaluator 3	24	20	25	34	18
Evaluator 4	20	11	20	44	16
Evaluator 5	28	15	25	42	20
Total of Evaluators	<u>133</u>	<u>71</u>	<u>116</u>	<u>201</u>	<u>91</u>
Average of Evaluators	<u>26.6</u>	<u>14.2</u>	<u>23.2</u>	<u>40.2</u>	<u>18.2</u>

Alaska Bidder as determined by General Services	<u>10.0</u>	<u>0.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
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Total	<u>52.488</u>	<u>49.200</u>	<u>60.017</u>	<u>77.441</u>	<u>60.142</u>
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	<u>41.7</u>	<u>31.2</u>	<u>38.5</u>	<u>55.6</u>	<u>34.5</u>
<i>w/35 =</i>	<u>43.6</u>	<u>31.2</u>	<u>40.2</u>	<u>57.2</u>	<u>32.5</u>
	<u>630,320</u>				



STATE OF ALASKA

Division of General Services
550 West 7th Avenue, Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL (RFP) #1999-0200-1435

THE STATE OF ALASKA IS SOLICITING OFFERS FOR:

LEASE OF APPROXIMATELY 15,000 – 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

RFP ISSUE DATE: September 15, 2000

RFP CLOSING DATE & TIME: October 20, 2000, 3:00 P.M.

LOCATION: 550 WEST SEVENTH AVENUE, SUITE 601,
ANCHORAGE, ALASKA 99501

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., CONTRACTING OFFICER.

TELEPHONE

269-0301



FAX

269-0308



TDD

269-0312



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RFP OFFEROR CONFERENCE

A conference will be held on SEPTEMBER 22, 2000 AT 9:00 AM AT 550 WEST SEVENTH AVENUE, SUITE 602, ANCHORAGE, AK. The purpose of this conference will be to read through portions of this Request For Proposals (RFP) and provide a forum for questions.

The space obtained through this RFP will provide the main customer service facility for the Division of Motor Vehicles in Anchorage. The layout of the space, ease of access, visibility of the facility & available parking area will affect the quality of service. It is important that all prospective offerors attend this conference.

PROPOSERS WITH DISABILITIES

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the Division of General Services at one of the numbers listed on the front page no later than September 20, 2000, to make any necessary arrangements.

SIGNATURE PAGE

This Request For Proposal has been released for publication by the Contracting Officer whose signature appears below. The Contracting Officer is an agent of the State of Alaska and is authorized to commit the State to any contract or lease which may arise from the publication of this Request For Proposal.


Loretta Delk, C.P.M., Contracting Officer

By signature on this page the Offeror certifies that it is complying with all terms and conditions set out in this Request For Proposal.

COMPANY SUBMITTING OFFER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

DATE: _____ PHONE #: _____ FAX #: _____

ALASKA BUSINESS LICENSE #: _____

TAX ID #: _____

After completion of occupancy, a lease will be prepared by the State which incorporates the provisions of this Request For Proposal, and which particularly sets forth the details of the award as follows such as: Base Monthly Rental Rate; approximate usable square footage; the legal description of the property; addresses for rental payments; addresses for providing notice to each party to the lease; and other such details as will be known only after the Request For Proposal has been awarded.

SECTION 1 - LEASE PROVISIONS

- 1 DATE OF OCCUPANCY: OCCUPANCY IS REQUIRED PRIOR TO APRIL 10, 2001. An earlier occupancy date is desired.
 - 1.1 The State will pay the Lessor a one-time payment equal to one half (1/2) of the "Base Monthly Rental Rate" if occupancy is achieved prior to April 1, 2001. The "Base Monthly Rental Rate" for the purposes of the Request for Proposals and the lease is the "MONTHLY PRICE" entered by the Offeror on the PRICE OFFER page of this Request for Proposals.
 - 1.2 The State will pay the Lessor a one-time payment equal to the "Base Monthly Rental Rate" if occupancy is achieved prior to March 1, 2001. The "Base Monthly Rental Rate" for the purposes of the Request for Proposals and the lease is the "MONTHLY PRICE" entered by the Offeror on the PRICE OFFER page of this Request for Proposals.
 - 1.3 Compliance to all parts of this Request For Proposal will be required prior to occupancy along with receipt of a Certificate of Occupancy from an appropriate building official and receipt of the Facility Audit Report specified in the paragraph headed "Accessibility" in this section.
- 2 ACTUAL LEASE COMMENCEMENT DATE: (To be filled in once known.)
- 3 LEASE TERMINATION DATE: April 30, 2016.
- 4 INITIAL TERM OF LEASE: Approximately fifteen (15) years.
- 5 RENEWAL: The State shall have the sole option to renew the lease for three (3) additional two (2) year periods. The renewal option shall be exercised solely by the State giving the Lessor written notice prior to the expiration of the initial term.

- 6 HOURS OF OPERATION: The State reserves the right to establish and maintain it's own hours of operation during the life of the lease and any renewals. Generally, State offices are open to the public from 8 am to 5 p.m., Monday through Friday. The State reserves the right to change those hours to accommodate public and special demands.
- 7 LEGAL DESCRIPTION OF PROPERTY: Legal description for recordation purposes. (To be filled in once known)
- 8 DESCRIPTION OF LEASE SPACE WITHIN BUILDING: Footages and locations within building. (To be filled in once known) .
- 9 BASE MONTHLY RENTAL RATE: The BASE MONTHLY RENTAL RATE is the "MONTHLY PRICE" entered by the Offeror on the PRICE OFFER page of the Request for Proposals. (To be filled in once known.)
- 10 LEASE PAYMENTS: The Lease payments shall be payable on the first day of each and every month of the lease term at the office of the Lessor whose payment address is: (To be filled in once known.) Payment for any partial months occupancy shall be pro-rated, based on a thirty (30) day month.
- 11 ADDRESS FOR NOTICES TO THE LESSOR: (To be filled in once known)
- 12 ADDRESS FOR NOTICES TO THE LESSEE: State of Alaska
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501
- 13 LEASE IS A RESULT OF REQUEST FOR PROPOSAL: This lease is a result of State of Alaska Request For Proposal #1999-0200-1435. All parts, terms, and conditions of the Request For Proposal are hereby made a part of this lease and are binding upon the Lessor and Lessee and their respective agents and assigns. The State will prepare the lease documents.
- 14 THIS LEASE IS RECORDABLE: The Lessor and Lessee agree to provide such signatures and documentation as will be necessary to record this lease as an encumbrance against the real property on which the lease space is situated.
- 15 COSTS: Unless otherwise provided, all requirements of this lease shall be furnished within the rent price, and at no additional cost to the State.
- 16 ADJUSTMENTS: The "Base Monthly Rental Rate" must remain firm through April 30,2003. The "Base Monthly Rental Rate" for the purposes of the Request for and the lease is the "MONTHLY PRICE" entered by the Offeror on the PRICE OFFER page of this Request for Proposals. The "Base Monthly Rental Rate" may be annually adjusted, beginning on May 1, 2003, if requested in writing by the Lessor at least thirty days prior to the effective date of the adjustment.
- 16.1 RETROACTIVE adjustments will not be allowed.

- 16.2 The adjustment will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), All Items, Anchorage, semiannual 1st half index. The purpose of such adjustment is to compensate the Lessor for any and all changes in the operating costs of the building, which costs are agreed to in this lease to be thirty-five percent (35%) of the "Base Monthly Rental Rate".
- 16.3 The percentage difference between the CPI-W Anchorage semiannual 1st half index for 2001 and the CPI-W Anchorage semiannual 1st half index for 2002 will determine the maximum allowable adjustment beginning on June 1, 2003. Each year thereafter the difference between the CPI-W Anchorage semiannual 1st half index for 2001 and the 1st half index thereafter will determine the maximum allowable adjustment.
- 16.4 The formula is expressed as: $[(35\% \times \text{Base Monthly Rental Rate}) \times \% \text{ change in CPI}] + \text{Base Monthly Rental Rate} = \text{Adjusted Current Monthly Rental Rate}$.

Example: Base Monthly Rental Rate = \$1,000.00;
 Operating Cost Adjustment Factor = 35%;
 Change in CPI = 10%.

The adjusted lease cost would be computed as follows:
 $[(35\% \times \$1,000.00) \times 10\%] + \$1,000.00 = \text{Adjusted Current Monthly Rental Rate}$

$[(\$350) \times 10\%] + \$1,000.00 = \text{Adjusted Current Monthly Rental Rate}$
 $[\$35] + \$1,000.00 = \$1035.00 \text{ (Adjusted Current Monthly Rental Rate)}$

If the United States Department of Labor, Bureau of Labor Statistics at any time during the term of this Lease ceases to publish the Consumer Price Index for Urban Wage Earners and Clerical Workers for All Items for Anchorage, Alaska, then the Consumer Price Index for Urban Wage Earners and Clerical Workers for All Items, U.S. City Average, for the month of November shall be used.

- 16.5 If the Index is changed so that the base year differs from that used as of June 1, 2004, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the Index is discontinued or revised during the term of the lease, such other governmental index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised.

- 17 ACCESSIBILITY: The Lessor certifies that the design and construction of the offered space and any subsequent alterations of the offered space shall meet the specifications of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG, Appendix A to 28 CFR part 36) as published in the Federal Register, Vol. 56, No. 144, Friday, July 26, 1991, Rules and Regulations (hereafter referred to as ADA compliance) on the date of occupancy and throughout the entire occupancy of the Lessee.

- 17.1 The Americans with Disabilities Act of 1990 (42 U.S.C. 12101) defines the State of Alaska as a "public entity" subject to Title II of the ADA. The Lessor must provide space that meets ADA compliance as it applies to a public entity. In providing space that meets the Title II requirements, the Lessor does not have and will not attain the right to direct how, when or where program services are delivered. The Lessor must provide space that meets the same level of ADA compliance that would be required as if the offered space were in a newly constructed, State-owned facility from which all program services are directly delivered to the public.
- 17.2 ADA compliance under Title II is more stringent than the compliance requirements for commercial space. When providing space to the Lessee under ADA compliance requirements, the Lessor must be aware of the following additional requirements.
- 17.3 Exception 1 to Section 4.1.3 [page 7] of ADAAG is not applicable to facilities offered for lease to the State of Alaska.
- 17.4 Exception (i) to Section 4.1.6(1)(k) of ADAAG is not applicable to facilities offered for lease to the State of Alaska.
- 17.5 Section 4.1.6(2) of ADAAG is not applicable to facilities offered for lease to the State of Alaska.
- 17.6 Prior to occupancy by the Lessee, the Lessor must furnish an ADA Facility Audit Report from an architect registered to practice in the State of Alaska. The report must be prepared after the completion of any new construction or any alteration of the existing space undertaken to respond to the Request For Proposal. The ADA Facility Audit Report must indicate that the offered space complies with all the requirements of ADAAG and the "ACCESSIBILITY" paragraphs of this Request for Proposal.
- 17.7 The Lessee's inspection and acceptance of the Lessor's space and alterations does not relieve the Lessor of responsibility for ADA compliance. The Lessor further agrees to pay the cost of any corrections which may be needed during the period of the Lessee's occupancy for purposes of correcting deficiencies to meet the above prescribed ADA compliance.
- 17.8 In the event the Lessor fails to correct deficiencies within a period of thirty (30) days from receipt of written notification, the Lessee will have the right to terminate the lease; or, the Lessee will have the option of correcting deficiencies by hiring competent workers, with the Lessor bearing the cost of all labor and materials. The Lessee will have the right to deduct all of the costs incurred, including administrative costs, from the lease payment. The Lessor further agrees that deficiency corrections performed by the Lessee will not be construed to constitute a breach of this lease.
- 18 RENOVATION: At least every five (5) years of occupancy, the Lessor SHALL renovate all of the space covered under the lease by refinishing or replacing all damaged or worn wall, ceiling, floor covering, window covering and built-in building fixtures, at no cost to the State. Upgrades such as hard surface flooring in the major traffic routes and a more durable wall finish such as multi colored spray coating should be considered by the offeror in the PUBLIC

SERVICE AREA. Due to extra heavy traffic in the PUBLIC SERVICE AREA, the Lessor may be required to provide an increased schedule of carpet maintenance and carpet replacement and repainting earlier than the five (5) year schedule for the Public Service Area. If the Lessor does not respond to a reasonable renovation request by the State, the State reserves the right to hire competent workers to accomplish such renovation(s) at the Lessor's expense.

- 19 AS-BUILT DRAWINGS: The Lessor shall provide "As-Built" drawings to reflect the leased area at time of occupancy, including all improvements and the location of all computer cabling. Drawings to be "to scale" with usable square footage at 1/8" scale. If the Lessor fails to provide the "As-Built" drawings within 30 calendar days from date of occupancy, the State shall have the right to cause the "As-Built" drawings to be made by an Alaska licensed and registered Architect or Engineer and to deduct the costs incurred, including administrative costs, from the lease payments.
- 20 STATE INSTALLED FIXTURES: All fixtures and equipment of whatsoever nature which shall have been installed in the premises by the State, whether permanently affixed thereto or otherwise, shall continue to be the property of the State and may be removed by the State at any time, provided however, the State shall, at its own expense, repair any injury to the premises resulting from such removal.
- 21 RESTORATION LIABILITIES: The State is not liable for restoration of improvements required to meet the Lease requirements. Alterations or additions made after occupancy shall be made only with the approval of the Lessor, however said approval shall not be unreasonably withheld. Consent to proposed alterations or additions being made by qualified contractors or workers skilled in the trades, shall be considered as acceptance of the revised building improvements. The State shall not be liable for restoration of the building to its condition at date of occupancy.
- 22 FIRE PREVENTION: The Lessor shall maintain the building and space occupied in keeping with good fire prevention practices. The State reserves the right at reasonable times to enter and make fire prevention and fire protection inspections of the building and space occupied. If any fire hazard is detected through inspection of the building and space occupied, it shall be promptly corrected by the Lessor.
- 23 ACCIDENT HAZARD: The Lessor shall maintain the building and space occupied free of hazards relative to any and all applicable Federal, State, and Local laws, regulations, ordinances, health and safety codes, and any and all laws pertaining to tenantability. If any hazards are detected through inspections of the building and space occupied, they shall be promptly corrected by the Lessor.
- 24 INTERRUPTION OF UTILITIES AND SERVICES: In the event that, in the reasonable judgment of the State the lawful enjoyment of the leased space is threatened by the interruption or severance of utilities and services provided hereunder by the Lessor, and when such interruption or severance is due to deliberate, or negligent, or tacitly negligent act of the Lessor, the State shall have the right to bind such utilities and services as are threatened, in the name of the State. The State shall be free to deduct from the lease payments the costs of

such utilities and services, together with all necessary deposits and the State's actual administrative costs necessary to procure the utilities and services.

- 25 **MAINTENANCE AND REPAIR:** The Lessor shall maintain the building and space occupied in good repair and tenantable condition and free of structural or mechanical hazards. The term "repair" includes repairs of any type including but not limited to exterior and interior, structural and nonstructural, routine or periodic, except as in case of damage arising from the negligence of the State's agents or employees. The Lessor agrees that after reasonable notice in writing, but in no event more than sixty (60) days, by the State to the effect that the repair, maintenance, or service obligations as specified in the Lease for said premises have not been satisfactorily fulfilled, the State can then obtain competent workers to correct the deficiencies. The State shall have the right to offset the sum it expends in performing such work against the next installment(s) of rent coming due under this Lease.
- 26 **CASUALTY DAMAGE:** Lessor is responsible for the accomplishment and cost of any building alterations which may be required to correct any casualty damage. If said facilities or any part thereof are rendered untenable, a proportionate part of the rent, according to the extent of such untenability, will be abated and suspended until said premises are again made tenantable and restored to their former condition. Lessor, at its cost, shall be responsible for making any repairs necessary to correct casualty damage. If said premises are made tenantable again within thirty (30) calendar days, the Lessee will return to the facility. In the event Lessor fails to correct casualty damage within thirty (30) calendar days then Lessee will have the right to (1) terminate the Lease or (2) hire competent workers to correct such damage. Lessee shall have the right to offset the sum it expends in performing such work against the next installment(s) of rent coming due under this Lease. If said premises or any part thereof are rendered untenable by casualty, a proportionate part of the rent, according to the extent of such untenability, will be abated and suspended until said premises are again made tenantable and restored to their former condition.
- 27 **COMPLIANCE WITH LAWS:** All building and site improvements shall conform to all applicable State, Federal and Local laws, ordinances, codes and regulations pertaining thereto. All building and site improvements must comply with Federal and State law relative to occupational health and safety regulations.

The Lessor will be responsible for the accomplishment and cost of any building alterations which may be required to correct violations of all applicable State, Federal, and Local laws, codes, ordinances and regulations.

- 28 **TENANABILITY:** Facilities provided must be tenantable and comply with all applicable State, Federal and local laws, ordinance, codes and regulations pertaining to tenantability. If said facilities or any part thereof are rendered untenable, a proportionate part of the rent, according to the extent of such untenability, will be abated and suspended until said premises are again made tenantable and restored to their former condition. Lessor, at its cost, shall be responsible for making any repairs necessary to correct any violation of Law cited by a regulatory agency. If said premises are made tenantable again within thirty (30) calendar days, the Lessee will return to the facility. In the event Lessor fails to correct violation(s) within thirty (30) calendar days then Lessee will have the right to (1) terminate the Lease or (2) hire

competent workers to correct such violation. Lessee shall have the right to offset the sum it expends in performing such work against the next installment(s) of rent coming due under this Lease.

- 29 PEACEFUL OCCUPANCY: If the State shall pay the rent as provided by the lease and shall keep, observe and perform all of the other covenants of the lease by it to be kept, performed and observed, the State shall and may peaceably and quietly have, hold, and enjoy the premises for the term of such lease.
- 30 PAYMENT DEFAULT: If the State shall at any time be in default in the payment of rent, or in the performance of any of the terms of the lease and shall fail to remedy such default within sixty (60) days after written notice thereof from the Lessor, it shall be lawful for the Lessor to enter upon the premises and repossess and enjoy the same as if the lease and everything therein contained on the part of the Lessor to be done and performed shall cease and terminate without prejudice, however, to the right of the Lessor to recover from the State all rent due up to the time of such entry. In case of any default and any entry by the Lessor, the Lessor may relet the premises for the remainder of the term for the highest rent obtainable and may recover from the State any deficiency between the amount so obtained and rent specified by the lease.
- 31 ASSIGNMENT: The lease and all the covenants, provisions and conditions of the lease will inure to the benefit of and be binding upon the successors and assigns of the Lessor. An assignment of the lease may not be made without the written consent of the Lessee.
- 32 HOLDING OVER: Any holding over after the expiration date of the lease shall be construed to be a tenancy from month-to-month at the same monthly rental and on the terms and conditions specified by the lease.
- 33 RENT SUBJECT TO LEGISLATIVE APPROPRIATION: The payments of rent by the State are subject to appropriation of funds by the Legislature of the State of Alaska and the lease issued may be terminated due to lack of such appropriations.
- 34 TIME: Time is of the essence.
- 35 LESSOR'S EMPLOYEES: The State may require fingerprints or conduct investigations of the Lessor's employees or employees of contractors and subcontractors performing work within the space occupied by the State.
- 36 STATE'S RESPONSIBILITIES: The State will: (1) Use and occupy the premises in a careful and proper manner. (2) Not use or occupy the premises for any unlawful purposes. (3) Not assign the lease nor underlet the premises or any part thereof, without the written consent of the Lessor provided, however, that such consent shall not be unreasonably withheld. (4) Not use or occupy the premises or permit the same to be occupied for any purpose or business deemed extra-hazardous on account of fire or otherwise. (5) Make no alterations or additions in or to the premises without the written consent of the Lessor, which consent shall not be unreasonably withheld. (6) Pay monthly rent as stipulated herein.

- 37 **HOLD HARMLESS**: The Lessor shall indemnify, save and hold harmless, and defend the State, its officers, agents and employees, from liability of any nature or kind, including costs and expenses for or on account of any and all suits or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of any act performed by the Lessor or the Lessor's agents and employees pursuant to the lease; the Lessor shall also assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the tenure of the lease, excepting only sole negligence of the State.
- 38 **INSURANCE REQUIREMENTS**: Without limiting Lessor's indemnification, Lessor shall purchase insurance at its own expense and maintain it in force at all times during the performance of services under this lease the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Lessor's policy contains higher limits, the State will be entitled to coverage to the extent of such higher limits.
- 38.1 Proof of insurance is required for worker's compensation insurance. The Lessor shall provide and maintain, for all employees of the Lessor engaged in work under this lease, Worker's Compensation Insurance as required by AS 23.30.045. The Lessor will be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this lease. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e. U.S.L. & H. and Jones Acts) must also be included.
- 38.2 Proof of insurance is required for comprehensive commercial general liability insurance with coverage limits not less than \$300,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- 38.3 Proof of insurance is required for comprehensive automobile liability insurance with coverage for all owned, hired and non-owned vehicles with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury and \$50,000 property damage.
- 38.4 Proof of insurance is required for fire insurance, which covers the building in which the lease space is located, of a policy of standard fire and extended coverage insurance, with vandalism and malicious mischief endorsements, in an amount equal to at least eighty percent (80%) of the full replacement value of the building or such other amount as may be necessary to avoid the application of any co-insurance provisions of such insurance policy. The insurance policy shall appear, and shall provide that any proceeds be payable solely to Lessor or Lessor's lender.
- 38.5 Lessor and the State release each other, and their respective authorized representatives, from any claims for damage to any person or to said premises and the

building and to the State's fixtures and personal property that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage. Lessor shall cause each insurance policy obtained by it to provide that the insurance company waives all right of recovery by way of subrogation against the State in connection with any damage covered by any insurance policy. Neither party shall be liable to the other for any damage caused by fire or any of the risks insured against under any insurance policy required by this Lease.

38.6 All insurance required under this Lease shall: (1) be issued by insurance companies authorized to do business in the State of Alaska with a rating of A/X or better as rated in the most recent edition of Best's Insurance Reports; (2) be issued as a primary policy; and (3) contain an endorsement and provide a Certificate(s) of Insurance requiring thirty (30) days' prior written notice from the insurance company to the State's Contracting Officer before cancellation, nonrenewal or material change in the coverage, scope, or amount of any policy.

39 RIGHT OF ENTRY: The Lessor shall be permitted to enter upon said premises at all reasonable times to examine the conditions of same.

40 CONTROL OF NATURAL LIGHT: Any devices for controlling the natural light coming into the lease space, such as curtains, blinds, shades, and screens shall be solely under the control of the State.

41 INGRESS AND EGRESS: All space including common areas shall be available on a 24 hour day, seven (7) days a week basis. Elevator service, if required or available, must be at least on call or on automatic basis during other than regular building service hours.

42 JANITORIAL SERVICES: The Lessor shall be responsible for janitorial services as outlined below for the entire space. Due to the huge volume of customer traffic on a daily basis, the LESSOR must provide aggressive methods of preventing buildup of dirt, dust or spots and must take additional time and care in cleaning all public use areas. Services shall be performed after office hours unless otherwise specified. The premises generally are occupied Monday through Friday, except State holidays. In the event that various areas are occupied at times other than specified herein, the janitorial services shall be performed at other times as specified by the State.

43 Daily Services: Empty wastebaskets. Collect all designated waste paper and trash and dispose of it away from the building.

Pick up and deposit all recyclable papers into a State designated container, if such a container is provided.

Vacuum carpets in all part of the PUBLIC SERVICE AREA, all common areas, entryways, elevator lobbies and corridors.

Remove all foreign matter (gum, grease, etc.) from doors, walls, floors and furniture.

Mop or scrub toilet room floors, wash all plumbing fixtures with warm water and soap.

Disinfect urinals and water closets, and damp wipe all dispensers.

Provide and maintain adequate supplies of toilet paper, seat covers, deodorizers, sanitary napkins, towels and soap in toilet rooms. Supplies are to be of standard or better quality and are to be furnished by the Lessor. Lessor shall also provide a closed disposal container for waste sanitary napkins.

Clean and disinfect any drinking fountains.

Clean and maintain runners and mats.

Replace burned out lamps furnished by Lessor.

At the end of each workday, the supervisor shall inspect the entire building to ensure that all work is complete and all necessary doors are locked.

Remove snow and ice from sidewalks, entrances, roof overhangs, outside storage areas, parking areas and vehicle test areas as applicable to an extent, which will render the areas safe to pedestrian traffic and automobile operation. Snow and ice shall be removed from the main building entrances prior to the start of the State's business day. Salt, sand, or use other comparable materials shall be used at all times to provide safe traction for all vehicle and foot traffic.

43.1 Weekly Services: Vacuum ALL carpeted areas and rugs within said premises.

Dust all visible surfaces of furniture, fixtures, and equipment to a height of 6 feet.

Police sidewalks and parking areas by collecting and removing all trash and other discarded materials.

Remove all finger marks and smudges on walls, stairwells, doors, woodwork and glass surfaces.

43.2 Quarterly Services: Shampoo all carpeted floors.

43.3 Every Six Month Services: Dust or wash light fixtures as appropriate for greatest light efficiency.

Wash windows inside and out leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. Wash windows at equal intervals.

Wash all wastebaskets.

Dust or vacuum window coverings.

43.4 The Lessor agrees that after reasonable notice by the Lessee to the effect that the janitorial-maintenance obligations as specified herein for lease space have not been satisfactorily fulfilled, the Lessee may then obtain competent workers to correct the necessary items, all of which will be paid for by the Lessor either by direct payment or, at the State's sole option, by the State making the payment to the workers and reducing the rent accordingly.

43.5 Recycled Products: All paper products furnished by the Lessor in the performance of janitorial services shall meet the following minimum post consumer material content:

<u>PRODUCT MINIMUM % CONTENT</u>	
Toilet Tissue	20%
Paper Towels	40%

43.6 Post consumer material refers to waste materials and by-products that have been recovered or diverted from the solid waste stream, but such term does not include those materials and by-products generated from and commonly reused within an original manufacturing process.

43.7 The Lessor shall provide for recycled paper pickup and disposal points. Services performed by the janitorial staff will include the responsibility for collection of recycled paper products from suites and distribution to collection points.

44 RIGHT TO USE: The Lessee shall have the right to use said premises for general and governmental offices, including without limitation, use by various agencies, corporations, departments, instrumentality's, and offices of the State of Alaska. Lessee shall not use said premises for any other use without the Lessor's consent, which shall not be unreasonably withheld.

45 DISPUTES: Any dispute arising out of the lease shall be resolved under the laws of Alaska. Any appeal of an administrative order and any original action to enforce any provision of this lease or to obtain any relief from or remedy in connection with this lease may be brought only in the Superior Court for the Third Judicial District of Alaska.

END OF SECTION 1.

SECTION 2 - BUILDING REQUIREMENTS

- 1 COSTS: Unless otherwise provided, all requirements of the Request For Proposal shall be furnished within the rent price offered, and at no additional cost to the State.
- 2 LOCATION: In a highly visible, easily accessed, easily found location in an area adjacent to or bounded by Tudor Road on the South; Boniface Parkway on the East; Minnesota Drive on the West and the Glenn Highway/5th Avenue from Boniface Parkway to Gambell Street and then 15th Avenue from Gambell Street to Minnesota on the North.
- 3 TYPE OF BUILDING. The space offered shall be in a building of sound and substantial construction. The building and the area in which it is located shall be clean and free from objectionable odors, vermin, rodents, or other conditions which, in the opinion of the State, will be detrimental to agency operation.
- 4 WINDOW COVERING: All outside windows shall be equipped with drapes, blinds, or other State approved material and shall be installed, ready for use with all necessary hardware. Window covering shall be of good quality and appearance matching the decor of the space and shall adequately reduce incoming heat and light to a comfortable level. All interior relites shall be equipped with 1" blinds.
- 5 FLOOR COVERING: All floors shall be covered with carpet except for the floors in the break room, coffee areas, locker rooms, public and employee restrooms and microfilm rooms, which shall be resilient flooring or ceramic tile.
 - 5.1 Carpet shall be new, commercial loop rated for heavy traffic. Carpet shall have built-in static control (less than 3.5 KV) and shall be non-allergenic. Carpet shall be constructed of 100% branded type 6, 6 nylon with a minimum face weight of 28 ounces and a minimum density of 6,000. Provide a minimum 10 gauge, multilevel patterned loop in high traffic areas.
 - 5.2 Resilient flooring shall be new, commercial quality. Sheet vinyl shall be inlaid sheet flooring with heat welded seams. VCT shall be through pattern construction containing recycled vinyl.
 - 5.3 Colors shall be chosen by the State for all floor covering. Offeror shall provide a minimum of three (3) color choices for each floor.
 - 5.4 Grating, runners, rubber finger mats or other aggressive methods must be taken at the front entrance to the building and the State's leased space to minimize tracking dirt, snow or ice into the space.
- 6 FLOOR LOAD: All floors shall be capable of supporting loads of 125 lbs. per square foot, unless analysis by a registered engineer determines that the existing floor system can support the proposed layout with actual weights, in the following rooms and areas: File Area – Drivers' Improvement Section, Microfilm File Area – Research Section, File Area – Accounting Section, Cash Drawer/Safe Room – Accounting Section and Secured Central Supply.

- 7 **ACOUSTICAL REQUIREMENTS:** Offices and similar space shall be furnished with acoustic ceiling tiles, panels or other sound absorption material. A Preferred Noise Criteria (PNC) level of 30 to 45 shall be provided. Acoustical control must be sufficient to permit conferences, waiting room noise, and office work to progress simultaneously. Continuous heat convectors shall be plugged where intersected by walls. It is the offeror's responsibility to furnish the proper combination of sound absorptive material on ceilings, walls, and floors to achieve the specified preferred noise criteria level. Loud street traffic or air traffic noises within the leased space will not be allowed. A minimum LEQ of 45 must be provided.
- 8 **PARTITIONS:** Unless otherwise specified, all partitions shall be floor to ceiling, flush type and shall be drywall construction with a smooth finish. The finish shall be paint or other State approved material.
- 9 **PAINTING:** All surfaces which normally would be painted shall be finished with a minimum of two coats of interior latex paint on walls and suitable semi-gloss enamel on woodwork and bare metal. Colors shall be selected by the State.
- 10 **DOOR HARDWARE:** All doors shall be equipped complete with all necessary hardware. Deadbolt locks and door checks shall be furnished and installed on all doors which open into public corridors or space otherwise accessible to other than those to be employed in the leased space. Locks on all entry doors, private office doors and other secure space doors shall be master keyed and duplicate individual keys shall be supplied, at the sole cost of the offeror, as required for initial occupancy. Duplicate keys must also be provided for all outside doors, elevators, etc., at the sole cost of the offeror.
- 11 **NATURAL LIGHT:** The space offered for lease shall have direct natural light through windows, not skylights, in offices and areas designated as workstation/office space areas.
- 11.1 A minimum of 10% of window area relative to the overall office, work station, and circulation floor space areas is required. The State understands that an outside window may not be available in each office and workstation area. When preparing the final floor plans, the minimum of 10% window area must be achieved overall. (Example: 2 private offices @ 140 sq. ft. each plus a work station floor space of 200 sq. ft. plus 100 sq. ft. of circulation floor space equals 580 sq. ft. overall floor space for office, workstation, and circulation areas. A minimum of 10% or 58 sq. ft. of window area is required.)
- 11.2 All private offices that do not have a window shall have a relite, approx. 24"W x 36"H, with framing of the same material as the door frames.
- 12 **ELEVATORS:** Space offered on the second floor and above must be served by an elevator meeting codes as endorsed by the State and the Municipality of Anchorage. Elevators must be available to the public during DMV business hours and must be at least on call or on automatic basis for DMV employees during other than DMV business hours.
- 13 **SIGNS:** The Lessor shall provide and erect/affix, at no additional cost to the State, signage to identify the presence of the Division of Motor Vehicles and to easily direct the public to the State's space as further defined below:

- 13.1 A large sign(s) shall be provided and erected/affixed, at no additional cost to the State, to the outside of the building or on a marquee. This must be a lighted sign either self-lit from within or a spotlight or other outside light source.
 - 13.2 Signs shall be provided and erected/affixed, at no additional cost to the State, in all building entrances, public or common lobbies, hallways and elevators.
 - 13.3 Signs shall be provided and erected/affixed, at no additional cost to the State, on all doors or walls at entrances to the State's leased spaces.
 - 13.4 Effective directional and informational signage is critical to the efficient processing of customers for the Division of Motor Vehicles. Effective informational and directional signage shall be designed, provided and erected/affixed, at no additional cost the State, in the Public Service Area.
 - 13.5 Any changes in State's occupancy over the life of the lease shall be reflected by changes in all signs, at no cost to the State.
 - 13.6 The State reserves the right to affix door or wall signs, at the State's cost, within its leased space to further identify room names and/or numbers. The size and character of the signs shall be at the State's discretion and shall not unreasonably detract from the aesthetics of the building.
- 14 CASEWORK: The Lessor shall provide and install all casework, at no additional cost to the State.
- 14.1 All casework shall be of commercial grade high pressure laminate construction. All exposed surfaces shall be laminated with high pressure laminate, all semi exposed surfaces shall be overlaid with low pressure melamine laminate. All exposed edges shall be covered with matching PVC edgeranding or high-pressure laminate. Countertops and backsplashes shall be high pressure laminate.
 - 14.2 All cabinets and casework shall be manufactured to the standard of the Architectural Woodwork institute. All laminates shall comply with NEMA standards. Hardware shall be adequate for heavy use commercial. Drawer slides shall be of a minimum load rating of 75#. Hinges shall be adjustable all steel construction, fully concealed and self-closing. Wall standards and brackets shall be heavy weight "Knappe and Vogt #87 standards with #187 brackets, or equal to be determined by the State. Provide adequate blocking to support heavy loads for wall cabinets and shelves.
 - 14.3 All colors shall be determined by the State.
- 15 DRINKING WATER: Drinking water shall be provided at public drinking fountains at a central location on each floor.
- 16 PUBLIC RESTROOMS: Separate facilities for men and women shall be provided on each floor in compliance with all applicable codes, including ADA, and the State's safety regulations. Public restrooms shall be provided to support a public occupant load of 200.

Each toilet room shall have a privacy arrangement; hot and cold running water; mirrors; soap, sanitary tissue seat cover and paper towel dispensers; sanitary napkin dispensers and disposals in the women's restrooms; deodorizers and appropriate ventilation. A baby changing station shall be provided in the restrooms or a separate baby changing room shall be provided near the public restrooms on each floor for diaper changing, in accordance with any State or Municipal codes.

17 ELECTRICAL REQUIREMENTS:

17.1 Power Distribution: The power distribution system serving the leased space shall include distribution equipment to provide 120 volt single phase and 208 volt or 240 volt single phase power as required by installed equipment. If 480 volt power is available, 277 volt light fixtures shall be provided where feasible. For new motors, voltages shall be coordinated with mechanical requirements to take best advantage of the available voltages. Branch circuits, connections and devices shall be provided for all electrical equipment described in this and other paragraphs, as required for complete electrical systems, and as required for control, monitoring, alarm signaling and operation of any electrical devices and equipment installed by other trades or by the offeror.

For receptacle loads, branch circuit, panelboard, and feeder loads shall be less than 50% of the associated circuit breaker rating. Loads shall be calculated in accordance with the NEC. Provide new equipment as necessary to meet the required capacity. All panelboards shall have a minimum of 25% space for future addition of circuit breakers.

Power loads in office areas will be predominately computers and other electronic equipment. All outlets in office areas shall be served from branch circuit panelboards and stepdown transformers with 200% neutrals, rated for nonlinear loads. Branch circuits in these areas shall have individual neutral conductors. Panelboards serving these areas shall be equipped with transient voltage surge suppressors on the incoming feeders, and shall not serve motor or lighting loads. Surge suppressors shall be rated for ANSI/IEEE C62.41-1991 Category A and Category B locations. All power wiring shall be in enclosed in metal conduit or raceways.

17.2 Lighting: The lessor shall provide lighting fixtures to illuminate all accessible interior spaces, with switching appropriate for location and usage, and as specified elsewhere in this document. Provide fixtures that are required to meet specified illumination levels. Area lighting fixtures shall be located to provide uniform illumination in lighted space and shall not exceed manufacturer's recommended spacing-to-mounting height ratio. Provide lenses, parabolic louvers, or translucent egg crates for glare control on all fixtures. Bare lamp fixtures shall not be acceptable. Fluorescent tubes shall meet the following criteria:

17.2.1 Four-foot T8 tubes: Minimum 80 CRI, 2900 initial lumen output, 4100° K approximate color temperature.

17.2.2 Four-foot T12 tubes: Minimum 80 CRI, 3400 initial lumens for 40 watt lamps or 2900 initial lumens for 34 watt lamps, 4100° K approximate color temperature.

- 17.2.3 All lamps shall be consistent throughout space with regards to color temperature, quality, and type.
- 17.2.4 Maintenance program shall be conducted to maintain this consistency.
- 17.2.5 All fixtures shall be cleaned, relamped, and relensed prior to occupancy to be in like-new condition.
- 17.2.6 Emergency lighting and illuminated exit signs in accordance with NFPA 101, UBC, and NEC 700 requirements, and local codes and regulations.
- 17.2.7 Twenty amp maximum branch circuits for lighting. 277 volt lighting branch circuits, if applicable, shall be connected only to lighting fixtures, switches, and associated equipment. Connected load shall not exceed 70% of branch circuit rating.
- 17.2.8 Individual switching for each room or area. Each switch shall control no more than 1600 square feet, or 14 amps of load, whichever is smaller, except public service counter/waiting area and secured central supply area may be controlled by a single switch at each entry. Switches shall be located inside the lighted space, adjacent to the entry, accessible with doors open or closed. In lieu of or in addition to above, lighting may be controlled by a building control system. Motion detectors are acceptable in lieu of switches for all spaces except open offices, public service counter/waiting area, and training room. Provide three- or four-way switching, as appropriate, in corridors and large rooms with more than one entry. Provide pilot light switch if lights are not visible from switch location. Provide a contractor for any switch that controls lights on more than one branch circuit.
- 17.2.9 Lighting Requirements for Specific Locations: Specified illumination levels are at task surface height (generally 30 inches above floor) unless noted otherwise. For types of spaces not listed, provide illumination levels in accordance with current IES recommendations. Provide fixture types and switching as noted.
- 17.2.9.1 General Offices, Open Office Areas, Microfilm Room, Interview Rooms, Hearing Rooms, Research and Clerical Areas: Recessed fluorescent fixtures, 3 or 4 lamp, 50 fc, multi-level switching. Multi-level switching may be accomplished by switching inner and outer lamps separately (preferred), or by switching alternate fixtures. Provide VDT-style parabolic louvered troffers compliant with IES RP-1 standards.
- 17.2.9.2 Accounting, Business Machine, and Detail Work Areas: Recessed fluorescent VDT-style fixtures, 3 or 4 lamp, 75 fc, multi-level switching provided by methods allowed above.
- 17.2.9.3 Public Service Counter/Waiting Areas, Testing Area, Road Test Waiting Area: Provide indirect or direct/indirect fluorescent (maximum 20% direct light) to achieve 30 fc with bottom of fixture minimum 7' - 6"

above floor. Provide maximum ceiling uniformity ratio of 6:1. Provide VDT-style fixtures at work areas and public service counter to achieve 50 fc.

- 17.2.9.4 Toilets, Locker Room, Corridors, Stairs, and Interior Vestibules: Fluorescent fixtures, may be wall-mounted, recessed, or surface ceiling-mounted, 20 fc.
- 17.2.9.5 Break Room: Recessed fluorescent fixtures, 50 fc, multi-level switching, and separately switched under cabinet lighting.
- 17.2.9.6 Training/Conference/Meeting Rooms: Recessed fluorescent fixtures with multi-level switching and/or dimming to achieve lighting from 50 fc down to one fc
- 17.2.9.7 Equipment Rooms and Secured Central Supply: Surface or recessed fluorescent fixtures, 30 fc.
- 17.2.9.8 Mailing Equipment Room and Telephone/Computer Equipment Room: Surface or recessed fluorescent fixtures, 50 fc.
- 17.2.9.9 Microfilm Processing Room: Recessed fluorescent fixtures, 50 fc, multi-level switching, plus wall-mounted safe light. Provide three safe light filters, color as directed.
- 17.2.9.10 Provide additional lighting at the outside vehicle inspection area. This is an area approximately 20' x 50' located outside the Road Test Waiting Area and used to inspect a vehicle prior to taking a road test. Light this area to a minimum of 5 foot candles with 3:1 uniformity.
- 17.2.9.11 Provide calculations to State Contracting Officer to show maintained lighting levels in each space. Use RCR method for general illumination or other method accepted by IES. Include LLD and maintenance factors. Computer generated calculations are preferred. Use 80-50-20 reflectance for office and similar areas, 50-30-10 reflectance for storage, utility, equipment, supply, and restroom areas. Include calculations of initial foot candles for each area. Measurements of lighting levels will be compared to calculated values and to criteria. Include all data used as basis for calculations.

- 17.3 **ELECTRICAL OUTLETS:** Electrical outlet receptacles shall be provided by the Lessor for individual spaces as described under "Leased Space Requirements." If voice or data jacks are called for in a space, a receptacle called for in the space should be located adjacent to the jacks. Unless otherwise stated, dual raceway poles may be used to serve receptacles and jacks. Power poles and/or floor receptacles may be provided as appropriate to the space configuration. However, in the public service area, it is preferred power and voice/data cabling be fed from the floor, in lieu of power poles, where required for free-standing casework, etc. Receptacle locations must be

approved by the State prior to rough-in. There shall be a maximum of six receptacles per 120 volt, 20 amp circuit.

Provide a minimum of one receptacle in each corridor and vestibule with a maximum of 40' wall space between adjacent receptacles. Provide a minimum of one receptacle at each stairwell landing and one receptacle adjacent to each stair entry if the nearest corridor receptacle is more than 20 feet from entry. In toilet rooms provide a minimum of one receptacle with ground fault protection above counter, adjacent to sink or mirror, and one general use receptacle.

17.3.1 **CLOCK S** - The State will provide electric wall clocks in each room approximately 12" down from the ceiling in each room or area where the public or business customers interact with DMV. The Lessor shall provide a separate 110V receptacle for each clock location so that the clock covers the outlet when installed.

17.4 **DOCUMENTATION:** The Lessor shall post an as-built floor plan at each circuit breaker panel with labeling done according to the following scheme: Floor: 2 character numeric field for circuit floor number, if office space is provided on more than one floor. For example, 02. Box number: 1 character alpha-numeric field circuit breaker panel. For example, A. Circuit number: 2 character alpha-numeric field for circuit breaker number. For example, 29. Amperage: 2 character numeric field for current rating of the circuit breaker. For example, 20. Grid: 3 character alpha-numeric field for grid or office location of each outlet utilizing each circuit. A grid or office location layout scheme shall be provided by the State. An additional copy of these as-builts must be provided to the Contracting Officer.

- 18 **TELEVISION CABLE:** The Lessor shall provide coaxial television cable, cable outlets and 110V duplex electrical receptacles in the PUBLIC SERVICE WAITING AREA to connect two (2) televisions mounted from the ceiling at the ends of the main public waiting lines to a VCR located behind the Public Service Counter or in one of the Interview Rooms. The State will provide the televisions and VCR.
- 19 **WEB CAM:** The State will provide and install a web cam in the PUBLIC SERVICE WAITING AREA. The Lessor shall provide a 110V duplex outlet and a regular network (ethernet) cable and outlets. The State will designate the location on the final floor plan. The camera is usually mounted high on the wall and is directed toward the main public waiting lines, without showing any of the employee workstations.
- 20 **SECURITY SYSTEM:** The Lessor shall provide an intrusion alarm system to protect the perimeter of the State's leased space. If the space is on more than one floor, the intrusion alarm system shall cover all floors with separate zones for each floor. Each zone shall include either magnetic door contacts or dual technology microwave/passive infrared motion detectors at all perimeter entrance points of the leased space. Glass break sensors or dual technology motion detectors shall be provided for each perimeter ground floor window. The control panel for the system shall display system status, general location of any individual device in alarm condition, and alarm history for the previous 72 hour period. If an alarm condition is detected,

the control panel shall send a signal to a designated 24-hour monitoring service through a telephone line. A minimum of one arm/disarm control keypad with system status display shall be provided for in each zone inside the protected area at the main employee entry. Provide a second keypad at the driver test entry or in another lessee-designated location. Provide a separate zone with magnetic door contacts or dual technology motion detectors and a keypad for the cash drawer storage/safe room in the accounting area. Provide separate access code for this area. Within the safe room provide a narrow beam motion detector over the safe on a separate zone with separate keypad and separate access code. Arming/disarming and system programming modifications shall be password restricted. Installation shall include instruction in use of the system for designated personnel. Installation shall include instruction in use of the system for designated personnel. Installation shall also include three service calls in the first year of operation to adjust motion detectors and optimize system operation. Respond to request for service within 24 hours of service call. Each system shall be provided with battery backup to provide at least 72 hours of operation during a power outage. The system should equal the Ademco VISTA 20 with AD 2001 auto voice/pager dialer system (or a like system as approved by the Contracting Officer) with provisions for connection to a remote monitoring system (i.e. Alaska General Alarm). The Division of Motor Vehicles will pay for ongoing monthly monitoring charges for the security system.

- 21 VOICE AND DATA CABLING: The Lessor must provide conduit, wiring, jacks and hardware for computer locations and voice outlets in each space as described in the "Leased Space Requirements"; and all other preparations, labor and equipment, permits, licenses, fees and inspections connected with the above.

The final locations of all penetrations, jacks, conduit, wiremold, patch panels, equipment racks, KRONE block frames, etc., shall be approved by the DMV and the Contracting Officer prior to installation. The State will provide and connect the actual computer and telephone instruments.

UTP DATA CABLING, DATA JACKS, PATCH PANELS, PATCH CABLES, LINE CORDS - All items and associated installation shall meet or exceed the specifications and performance capabilities of the Belden-KRONE Symphony Cabling System. This shall include:

- a). 15 year product and performance, 20 year applications warranty.
- b). Field verification to exceed TIA/EIA 568-A and ISO/IEC 11301 proposed Category 5E specifications.
- c). All new unshielded twisted pair data cabling equal to or better than Belden Data Twist 350 UTP data cable.
- d). Termination blocks equal to or better than KRONE High Band disconnect termination blocks.
- e). Data jacks equal to or better than KRONE K600 station outlets. All jacks must meet or exceed TIA/EIA 568A Category 5 requirements and have a minimum of -40dB power-sum NEXT rating. A design substantially similar to the AMP 557952 modular data jacks mounted

in AMP 503999 outlets and marked with color-coded icons such as the AMP 558198 is preferable.

f). All data cables home run back to the Computer Equipment Room, unless otherwise approved by the Contracting Officer.

g). Each data drop provided with a patch cable and a line cord. All patch cables shall be RJ-45. The cables shall be provided in lengths as required.

LABELING (VOICE/DATA) -The Lessor shall install labels and provide documentation (in hard copy and on MS-DOS 3.5" floppy) to identify all cables, jacks, and connectors. Each jack in each wall plate shall have a unique identifier that matches identifiers at the patch panel. For voice jacks, the jack identifier will be labeled on the punchdown block where the cable for that jack is terminated. Wall mounted jacks shall utilize a neat, long lasting computer generated stick on label such as those printed on the Brady XC plus printer system. Computer generated tags shall be installed on all of the cables serving the data drops in order to provide ready identification of all cables in the event that the surface markings are lost or mutilated.

Station blocks, cables, and face plates shall be marked with a unique number consisting of floor number followed by a unique 3 digit sequential outlet port number (eg. 1010 designates First floor outlet port number 010). No two outlet ports or cables shall share the same number. Each outlet port will be associated with a 4 pair cable installed sequentially according to number on the terminal block in the terminal closet. Riser and tie cables and blocks shall be labeled according to location of opposite end and pair count. Blocks shall be color coded according to drawings and documented in accordance with TIA/EIA 606.

EQUIPMENT RACKS (DATA) - The Lessor shall provide and install a minimum of 10 linear feet of equipment rack approximately 30 inches deep in the computer equipment room. All equipment racks utilized for this project shall be seven foot high EIA aluminum racks that are pre-drilled and tapped in accordance with the standard patterns required for the equipment used for this project. The racks shall be 19" wide and have two shelves. The racks shall be securely fastened by means of lag bolts or expansion anchors. The rack shall have 36 inches clearance in the front and back for connecting cables. The cable runway shall be attached to the top of the rack by using a J-bolt kit. The cable runway shall be attached to the wall utilizing a wall angle support kit as required.

GROUNDING (DATA): The Lessor shall run a #2 copper grounding conductor from a rack mounted ground bar to the nearest available ground source available on the premises. The grounding point shall be one of the grounding electrodes listed in Article 250-50 of the National Electrical Code. A #10 grounding conductor shall be run from the ground bar to the equipment ground bus of the panel serving the computer equipment room receptacles. All of the grounding shall conform with the requirements of NEC Article 800 and EIA/TIA-607.

PLUGSTRIPS (DATA): The Lessor shall equip the equipment racks with two plug strips. The plug strips shall be equipped with six 120 volt receptacles on the rear of the plug strips. The front of the plug strips shall be equipped with a master switch with a pilot light. The plug strips

shall be equipped with a 15' cord and shall be 19" rack mountable. Each plug strip shall be equipped with integral surge protection including a resettable circuit breaker with visual trip indication. Plug strips shall be UL 1449 listed.

WIRING METHODS (VOICE/DATA): The Lessor shall run all cabling continuous from the specified voice or data grade jacks at the peripheral (drop) end to the specified punchdown block for voice or patch panel for data. No UTP run shall exceed 90 meters in length from the jack on the peripheral end to the patch panel. A minimum of 15' of slack shall be left loosely wound (non-symmetrically) above each data jack to facilitate future moves and changes.

a) All cables shall be routed in an installed open raceway (see below) or if above a drop ceiling area, supported in accordance with EIA/TIA 569 at intervals not exceeding four (4) feet in length using approved devices. Extreme care shall be taken to ensure that the jacket of the cable is not compressed, kinked, or otherwise deformed in any way. The minimum bending radius of the cable shall not be exceeded. The cable shall not be supported by air handling ducts or any structures not intended or listed for the support of the cables. At any point where the cable changes direction, care shall be taken to allow additional slack in the cable so that it will not rub or bind on the corner supports.

b) The jacket of the cable shall be maintained to a point within .5" of the data jack so as to minimize crosstalk. The twists on the individual pairs shall be maintained all of the way to the contacts of the jack or specified punchdown block or patch panel termination points. All cables attaching to the individual jacks at the peripheral end of the cables shall be tie wrapped together in a neat and workmanlike manner to provide additional strain relief to the cables.

c) All cables shall be run perpendicular or parallel to the building's architectural lines. The neatness of this installation shall be considered to be just as important as any other item in the specification and shall be subject to the approval of the tenants and the Contracting Officer. Any cables that are not neatly installed shall be removed and replaced at no additional cost to the owner or tenants.

d) The data runs shall terminate directly on the patch panel in the computer room. All punched down connections to the back of the patch panels and connectors should maintain twist and insulation in accordance with the manufacturer's recommendations for Category 5E systems. The cables must be laid out and terminated sequentially from left to right on the patch panel.

e) All cabling shall be concealed above "drop" ceilings or installed in raceways. Where surface wiring methods are required, all cabling shall be installed in approved raceways. No exposed wiring will be allowed. All raceways installed in unfinished areas shall be electrical metallic tubing (EMT). All raceways installed in finished areas shall be 2300, 4000, or 6000. Wiremold surface raceway as required. All fittings for all raceways shall be bushed. Metallic raceways such as EMT or GRC shall be installed where it is necessary to penetrate any firewalls. All penetrations shall be sealed with fire rated caulking such as T&B or Dow Corning FIRESTOP as required by the UBC and/or UFC fire codes.

f) Whenever possible horizontal troughs will be provided along the top of mounting block columns with vertical troughs serving one column of blocks on each side. Metal or plastic D-rings or retainers can be used only if design restricts the use of troughs. Mounting blocks and troughs should have legs to allow wire to pass beneath. Wire shall not be kinked or tied tight.

g) Connecting blocks shall match cables punched down under block, i.e., 5 pair for 5 pair color scheme, 4 pair for 4 pair cable, 3 pair for 3 pair cable, etc. When six pair are used 2-3 pair connecting blocks shall be used. For 25 pair or bigger use the 5 pair for 5 pair color scheme. All hardware shall be rated for TIA/EIA 568-A, Category 5 ratings, as well as meeting or exceeding proposed Category 5E rating, and installed in accordance with TIA/EIA 568-A, 569, and 570. Blocks and cables shall be marked in accordance with TIA/EIA 606 with markers on cables, blocks, and faceplates.

h). No existing wiring shall be abandoned in the structure or conduits. Wiring shall be disconnected at both ends and completely removed if not usable.

i) All wall surfaces shall be patched and repaired to match existing finishes.

EMI AND RFI INTERFERENCE (VOICE/DATA): The Lessor shall route all cables in such a way as to minimize EMI and RFI interference. TIA/EIA recommendations shall be the minimum standard. Wherever possible, these distances shall be doubled. Good engineering and installation practices must be followed such as avoiding main electrical rooms, x-ray equipment, transformer vaults, and other high noise producing items. Cables shall be routed in such a way as to maintain the following minimum separation of telecommunications pathways from 480 volt or less powerlines and distances from noise producing devices:

<u>CONDITION</u>	<u><2 kVA</u>	<u>2-5 kVA</u>	<u>>5 kVA</u>
Unshielded power lines or electrical equipment in proximity to telecommunications open or nonmetal pathways.	5 in.	12 in.	36 in.
Unshielded power lines or electrical equipment in proximity to telecommunications grounded metal conduit pathways.	2.5 in.	6 in.	12 in.
Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to a telecommunications grounded metal conduit pathway.	N/A	3 in.	6 in.
Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to a telecommunications open or nonmetal pathways.	2.5 in.	6 in.	12 in.

Mechanical ductwork, metal floors and other metallic planes to a telecommunications open or nonmetal pathways.	2 in.	N/A	N/A
Mechanical ductwork, metal floors and other metallic planes to telecommunications grounded metal conduit pathways.	0 in.	N/A	N/A
Fluorescent or HID lighting fixtures to open or nonmetallic pathways.	12 in.	12 in.	12 in.
Transformers or motors to open or non-metallic pathways.	40 in.	40 in.	40 in.

STANDARDS, LICENSES, AND QUALIFICATIONS: All wiring shall comply with the latest editions of the National Electrical Code, TIA/EIA 568-A, 569, 606, and TSB-67 standards. All workmen employed for this project shall be electricians trained in the installation of this type of data wiring, holding valid Alaska certificates of fitness as well as any specialty certifications. The contractor employed by the Lessor shall hold all current licenses required by the State of Alaska for this type of work including a current "Inside Communications" endorsement. The contractor performing the work for the Lessor must have a minimum experience of three projects of similar size and complexity. A list of these projects is required as a part of the proposal package. These projects should meet the following criteria: (a) Have been completed within the last two years; (b) Include customer name and contact with telephone number; (c) Preferably be within the Anchorage metropolitan area. The contractor shall be able to show that they have been in business performing this type of work for a minimum of three (3) years. The contractor shall have a technical support and training organization that has the ability to support future needs or problems and train tenant agency personnel. Response to support requests must be within two working days if requested.

AS BUILTS: The contractor employed by the Lessor shall provide an as built of the entire installation showing all terminations, routing, and numbering scheme selected (or agreed upon) and installed under this contract. The contractor will supply a clean set of floor plans that will be used for as built record drawings. A copy of the drawings must be supplied on AutoCAD or an electronic format compatible with AutoCAD. The CAD file will be an as built and a reproducible copy provided to the Contracting Officer in both a hard copy and on MS-DOS 3.5" floppy.

ACCEPTANCE: All cables installed and work accomplished under this contract shall be considered to be acceptable only after testing is completed and submitted test results are approved by the Contracting Officer. All UTP data cabling shall be tested in both directions utilizing a cabling tester conforming to TSB-67, accuracy level II. The cables shall be tested to the TIA/EIA TSB-67 and proposed Category 5E specifications, and must pass as meeting or exceeding Category 5E performance specifications. Results shall include at a minimum: power sum NEXT, attenuation, delay skew, wiremap, link length, and power sum ACR results. A printed and electronic copy of the test results shall be turned over to the Contracting Officer

for permanent records. Cables shall be tested on the reels prior to their installation. Cables that test better than cable standards listed above shall be used for the longest runs.

WARRANTY: All materials and equipment furnished under this solicitation must be warranted to the State to be in good working order, free from defects, and in conformance with system specifications. All installed equipment must conform to the manufacturer's official published specifications. The warranty shall begin at the system acceptance date and remain in effect for a period of fifteen (15) years from that date. The warranty must state that any defective equipment, material, or other parts of the system must be repaired, adjusted, and/or replaced (as determined by the State to be in its best interest) at no cost to the State. The State will incur no costs for service or replacement of parts during the warranty period of 15 years. The system warranty must have provisions for replacing the contracting organization at no cost to the State should the contractor lose his status as an authorized installer or otherwise not fulfill his obligation to the customer as outlined in the warranty. The type of warranty the Lessor must provide is a Symphony Enhanced Performance Warranty or equivalent warranty for a minimum of fifteen (15) years.

REFERENCES: All data cable installation must be in full compliance with the following publications or any other guidance that may apply.

TIA/EIA-568-A Commercial Building Telecommunication Wiring Standard.

TIA/EIA-569 Commercial Building Standard for Telecommunication Pathways and Spaces.

TIA/EIA-570 Residential and Light Commercial Telecommunications Wiring Standard

TIA/EIA-606 Admin. Standard for the Telecom Infrastructure of Commercial Buildings

TIA/EIA-607 Commercial Bldg Grounding and Bonding Requirements for Telecom

BICSI Telecommunications Distribution Methods Manual

NFPA National Electrical Code.

TIA/EIA TSB-67 Transmission Perf Specs for Field Testing of Unshielded Twisted-Pair Cabling Systems

22 **MECHANICAL:** This section includes references and criteria applicable to all mechanical equipment and systems serving the leased space covered under this solicitation. This section also includes specific requirements for individual areas and rooms.

22.1 **Products -** Commercial grade, or better, products and equipment must be provided. Products requiring electrical connection must be listed and classified by UL, or another testing firm acceptable to the authority having jurisdiction, as suitable for the purpose specified and indicated.

22.2 **Fire Protection -** The leased space shall be fully sprinklered in accordance with UBC Standard 9-1, NFPA 13 and the Uniform Fire Code.

22.3 **Heating -** A balanced heating system shall be provided to maintain a uniform temperature between 68° and 75° F. The temperature may not vary more than four degrees from room to room. The temperature shall be maintained in the comfort zone, the area two (2) feet above the floor to a height of five (5) feet above the floor.

- 22.4 Ventilation - All occupied areas of the building shall be provided with at least the minimum amount of outside (ventilation) air prescribed by ASHRAE Standard 62-89: "Ventilation for Acceptable Indoor Air Quality". This ventilation air shall be introduced by mechanical means. Provide a minimum of six air changes per hour in occupied spaces. Exhaust air systems serving toilet rooms and janitor's closets shall be sized to provide a minimum of 10 air changes per hour.
- 22.5 Cooling - Design Outdoor Air Temperature: 72(db)/60(wb)^o F.; Cooling Calculations Safety Factor: 10%; Cooling for spaces shall be accomplished with outside air economizer based on 55^o F mixed air temperature and 20^o F air temperature rise. Provide mechanical cooling for computer/telephone equipment room.
- 22.6 HVAC Control Zones - All normally occupied areas shall have one zone for each room having unique load characteristics. Up to three adjacent rooms having similar heating, cooling and ventilation loads may be combined into a single zone.

22.7 Individual Space Requirements -

Private Offices, Hearing Rooms, Interview Rooms:
Indoor Design Temperatures: 68^o F to 75^o F adjustable.
Ventilation Rate: .14 cfm/sq. ft. outside air.
Noise Criteria (NC): 35 (max.)

Training/Conference Rooms:
Indoor Design Temperatures: 68^o F to 75^o F adjustable.
Ventilation Rate: 1 cfm/sq. ft. outside air.
Noise Criteria (NC): 30 (max.)

Public Service Counter, Waiting, and Testing Areas:
Indoor Design Temperatures: 68^o F to 75^o F adjustable.
Ventilation Rate: .9 cfm/sq. ft. outside air.
Noise Criteria (NC): 35 (max.)

Open Office/Work Rooms:
Indoor Design Temperatures: 68^o F to 75^o F adjustable.
Ventilation Rate: .5 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)

Computer/Telephone Equipment Room, Communication Hub:
Indoor Design Temperature, Relative Humidity: 63 - 70^o F, 20 - 80% RH non-condensing values measured at level between one and seven feet above floor.
Ventilation Rate: .05 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)

Employee Break Room:
Indoor Design Temperatures: 68^o F to 75^o F adjustable.
Ventilation Rate: 1.0 cfm/sq. ft. outside air, 4.2 cfm/sq. ft. exhaust ventilation.
Noise Criteria (NC): 40 (max.)
Plumbing: Sink.

Men's and Women's Restroom:
Indoor Design Temperatures: 70^oF (heating), no cooling.
Ventilation Rate: Ten air changes per hour exhaust.

Noise Criteria (NC): 45 (max.)

Storage & Road Test Equipment Room:
Indoor Design Temperatures: 70° F (heating), no cooling.
Ventilation Rate: Six air changes per hour exhaust ventilation.
Noise Criteria (NC): N/A.

Employee Locker Room:
Indoor Design Temperatures: 68° - 75° F adjustable.
Ventilation Rate: .5 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)

Research Room:
Indoor Design Temperatures: 68° - 75° F adjustable.
Ventilation Rate: .3 cfm/sq. ft. outside air.
Noise Criteria (NC): 30 (max.)

Microfilm Room:
Indoor Design Temperatures: 68° - 75° F adjustable.
Ventilation Rate: .5 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)

Microfilm Processing Room:
Indoor Design Temperatures: 68° - 75° F adjustable.
Ventilation Rate: .5 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)
Plumbing: Sink, hot and cold water for processor.

Cash Drawer Storage/Safe Room:
Ventilation Rate: .14 cfm/sq. ft. outside air.
Noise Criteria (NC): 40 (max.)

Mailing Equipment Room:
Indoor Design Temperature: 70° F (heating), no cooling.
Ventilation Rate: .5 cfm/sq. ft. outside air.
Noise Criteria (NC): 45 (max.)

Secured Center Supply:
Indoor Design Temperature: 70° F (heating), no cooling.
Ventilation Rate: Local exhaust automatically activated with operation of battery charger.
Noise Criteria (NC): 45 (max.)

- 22.8 **QUALITY ASSURANCE** - Follow recommended practices as set down by ASME, SMACNA, ASHRAE, NFPA, Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code, Alaska Fire Safety Code, National Electrical Code, AGA, and OSHA, as they apply to this project, except in cases where statutes govern.

For new systems, all aspects of the mechanical design, including construction drawings and calculations, shall be prepared under the direct supervision of a professional engineer having a current mechanical engineer's license issued by the State of Alaska. Construction drawings and calculations shall bear the signed seal (stamp) of that engineer.

Existing building mechanical systems including plumbing, fire protection, heating, and

ventilation shall be in accordance with all criteria listed. Certification from a licensed professional mechanical engineer that all systems comply with criteria specified in the RFP must be provided to the Contracting Officer prior to occupancy.

22.9 REFERENCES: American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

1. 1999 HVAC Applications Handbook.
2. 1998 Refrigeration Handbook.
3. 1997 Fundamentals Handbook.
4. 1996 HVAC Systems and Equipment Handbook.
5. Standard 62-1989 - Ventilation for Acceptable Indoor Air Quality.
6. Standard 90.1-1989 - Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings.

National Fire Protection Association (NFPA):

1. NFPA 13 - Installation of Sprinkler Systems.
2. NFPA 70 - National Electrical Code.
3. NFPA 90A - Installation of Air Conditioning and Ventilation Systems.
4. NFPA 90B - Installation of Warm Air Heating and Air Conditioning Systems.

Sheet Metal and Air Conditioning Contractors' National Association (SMACNA):

1. Fire, Smoke and Radiation Damper Installation Guide for HVAC Systems.
2. HVAC Duct Construction Standards, Metal and Flexible.
3. Seismic Restraint Manual Guidelines for Mechanical Systems.

Uniform Codes:

1. Uniform Building Code (UBC), 1997 Edition, as amended by the Municipality of Anchorage.
2. Uniform Fire Code (UFC), 1997 Edition, as amended by the Municipality of Anchorage.
3. Uniform Mechanical Code (UMC), 1997 Edition, as amended by the Municipality of Anchorage.
4. Uniform Plumbing Code (UPC), 1997 Edition, as amended by the Municipality of Anchorage.

23 ON SITE PARKING: On-site parking shall be provided, in the amounts shown below, for DMV employees and customers. All parking shall meet all Municipality of Anchorage codes and shall be on level, well drained pavement. Lighting must be provided for the safe movement of traffic and for satisfactory vision for pedestrians. The light levels shall be maintained at .5 foot candles on pavement.

23.1 On-site parking for 75 employee spaces within 700 feet of the DMV Employee Entrance. This parking should be marked "For State Employee Use".

23.2 On-site parking for 100 customers. This parking should be near the main entrance into the DMV space.

24 BUS STOP: The building offered shall be located within 700 feet of a bus stop. The bus stop must have regularly scheduled daily bus service Monday through Friday between the hours of 8 am to 5 pm offered at no less than three (3) hour intervals.

- 25 MOTOR CYCLE AND PARALLEL PARKING TEST AREA: A level, well drained, well lighted, paved area approx. 150' x 165' for motorcycle and parallel parking testing. This area must be marked for State use only and have barriers to delineate the area from regular parking. This area must be easily accessible from the DMV leased area. The light levels in this area shall be maintained at .5 foot candles on pavement.
- 26 TYPE AND AMOUNT OF SPACE: All space shall be located in one (1) building on no more than two (2) contiguous floors. Contiguous for the purposes of this RFP shall mean the floors must be touching. Basement space is not acceptable for any of the space. Basement space is defined as the lowest stories of a building when those stories are wholly underground. The exclusive right of the State to the entire building is not mandatory. However, the building shall be so arranged as to permit exclusive right and entry to the State's leased area. Occupancy by other parties or tenants shall be restricted to those functions that will not detract from the dignity of the State. GROUND FLOOR IS MANDATORY FOR THE PUBLIC SERVICE AREA, DEALER SECTION, MAIL OUT SECTION AND WAREHOUSE. GROUND FLOOR IS NOT MANDATORY FOR ALL OTHER AREAS.
- 27 NET USABLE AREA: The net usable area of leased space shall be computed by measuring to the finished surface of the office side of corridors and other permanent walls; to the center of partitions that separate the office from adjoining usable areas; and to the inside finished surface of the dominant portion of the permanent outer building walls. No deductions shall be made for columns and projections necessary to the building.

The State shall have full access to and use of all common areas of the building including, but not limited to elevators, lobbies, stairwells and restrooms. ceiling

- 28 CONFIGURATION: All of the square footages listed are approximates.

28.1 PUBLIC SERVICE SECTION - Approx. 4.662 s.f. total.

Public Service Counter and Waiting Area - Approx. 3500 s.f. It is preferred that power and voice/data cabling be fed from the floor where required for free standing casework etc. in the Public Service Counter and Waiting Area in lieu of power poles.

This area shall be located adjacent to the main entry. A large heated vestibule shall be provided if entry leads directly from the outside. This area will be subject to extra heavy public traffic. The lessor shall provide finishes that will perform under these conditions, such as ceramic tile with walk-off matting.

It is preferred that the ceiling height in this area be a minimum of 10 ft. high and be provided with indirect lighting. A lower ceiling (soffitted area) over the public service counter and information counter is desired with direct lighting.

Information Counter – The lessor shall provide a built-in (or modular system that will remain the property of the lessor) counter near the point of entry to create an enclosed area approx. 150 s.f. The information counter will be the first point of public contact but must be located far enough inside the entrance to allow for public lines to form. The

counter functions will include 3 stations: information, road test coordination and written test administration. The counter may be free standing or against a wall, and shall be arranged to allow visual monitoring of the written testing machines as well as the overall public area.

The counter shall be 40" high and 30" deep with a minimum 36" wide portion of the counter at 30" high to accommodate ADA access. The employee side of the counter shall be a combination of open areas, built-in shelving, and drawers. The counter shall accommodate 2 employee computer terminals and 1 public computer terminal. A freestanding desk and a freestanding exam console will be located within the kiosk against the wall, or a pony wall if freestanding. Five data jacks, two phone jacks and five fourplex electrical outlets shall be provided in this area. Provide cable raceway from testing console back to testing machines.

Public Service Counter - The lessor shall provide a built-in (or modular system that will remain the property of the lessor) counter to include 12 public service representative workstations and 1 camera workstation. (See Attachment A for drawings of typical public service work station.) Similar to typical workstation except the front work surface shall be 96" long, and 36" high with locking drawers and doors the entire length. The return or perpendicular work surface requires no casework underneath. Provide a transaction surface above work counter in-lieu of privacy screen and wickets as directed by DMV. The driver's license camera station requires a wall for the backdrop 66" from the side of the station where the camera will be located. The camera station should be at one end of the counter. The public service counter shall be configured to provide a public queuing area in the foreground. All workstations should be visually accessible from the front of the queuing line.

A configuration that promotes easy access and minimizes the institutional feel of the public space is desired. A long straight row of stations is not desired. (See Attachment A for drawings of individual public service workstation and examples of possible counter organizations.) Workstations shall be designed and built or provided by the offeror in such a way to be individually moved or reconfigured. A minimum of 6 feet wide clear floor space shall be provided behind the Public Service Counter.

Each public service representative workstation will accommodate a computer terminal, printer, eye testing machine and credit card machine. Two data jacks, one phone jack and two fourplex electrical outlets shall be provided at each workstation. Additionally, provide one data jack and one duplex electrical outlet for a web camera near the center of the counter. Duplex electrical outlets shall be provided in this area at the back wall at a maximum 10 lineal feet between outlets. A small shredder and a copier will be centrally located on the wall behind the counter. Provide a 120v/12 amp circuit for the copier. Provide a dedicated 120 volt circuit for the shredder.

Queuing Area/Form Counter – An open area for queuing of customers will be provided near the public service counter. The Offeror shall provide a built-in (or modular system that will remain the property of the lessor) counter for the public to fill out forms. The

counter shall be approx. 20' long and 40" high and 30" deep with a minimum 36" wide portion of the counter at 30" high to accommodate ADA access. This area shall be open underneath to allow wheelchair access. Storage cabinets with locking doors shall be provided under the remainder of the counter.

A queuing system indicator will be provided by the State and will be located in the main public waiting area in a central location. This indicator will require a 110v electrical outlet mounted in the ceiling in a central location so that everybody in the waiting area can see it. The State will provide a control pad at each workstation. The offeror shall run wires from each workstation to the indicator. These wires can either be run through the ceiling or floor.

Seating/Waiting Area – A seating/waiting area will be provided near the public service counter and queuing area.

DMV will provide and install two ceiling mounted television monitors in the Queuing/Waiting area. The offeror shall provide ceiling mounted TV brackets and required bracing for 27" monitors. Duplex electrical outlets shall be provided in this area at the perimeter walls at a maximum of 20 lineal feet between outlets.

Vending Area – Approx. 42 s.f. Provide an alcove in this area to accommodate 3 large vending machines, approximately 12 feet wide x 3'-6" deep. Lessor shall verify dimensions prior to construction. This area shall be located near the entrance or waiting area. Three duplex electrical outlets, each on a dedicated circuit, shall be provided in this area. **THE STATE WILL PROVIDE ALL VENDING MACHINES. THE LESSOR CANNOT INSTALL ANY VENDING MACHINES OR VENDING SERVICES INSIDE THE STATE'S LEASED SPACE.**

Public Phone – A pay phone and a public use phone will be located near the main entrance. Provide two voice jacks in this area.

Testing Area – Approx. 300 s.f. The testing area shall be located adjacent to the information counter and out of the main traffic flow. The area will accommodate 20 testing machines with a footprint of approx. 32" x 32" each. The configuration of the testing machines shall allow visual monitoring from the information kiosk. One duplex electrical outlet shall be provided for each testing machine. Provide cabling in raceway back to the exam console at the information kiosk. It is preferred if testing machines are freestanding that power service be fed from the floor rather than power poles in this area.

Manager's Office and Interview Rooms – Approx. 420 s.f. One (1) manager's office approx. 120 sf and three (3) interview rooms approx. 100 sf each. These rooms shall be located adjacent to the public service counter. The manager's office and interview rooms shall be configured to allow monitoring of the counter functions. The interview rooms shall be located to allow easy access for counter employees and the public. The Manager's Office and each interview room shall have a relite approx. 24" W x 24"H in

each room to allow visual monitoring of the public counter area. If these rooms are located behind the counter, provide one-way vision glazing. Each office and interview room shall have a lockable door, one data jack, one phone jack and four duplex electrical outlets.

Road Test Waiting Area – Approx. 300 s.f. This area must accommodate seating for 20 people. The area shall have a separate exit to provide access to the road test area. This waiting area shall be near the separate exit and the information counter. Duplex electrical outlets shall be provided in this area at the perimeter walls at a maximum of 20 lineal feet between outlets.

Road Tester's Equipment Room – Approx. 100 s.f. This room shall be near the road test waiting or information kiosk area. Provide one electrical outlet in this room.

- 28.2 **DRIVER IMPROVEMENT SECTION – Approx. 1700 s.f. total.** Provide a separate Room/Suite for the Driver Improvement Section. This section is a publicly accessed area. It is preferred this section be located near the Public Service Area. If this section is located on an alternate floor it must be easily accessed from the main entry area and clearly identified.

Open Office Area – Approx. 1250 s.f. Provide an area for a total of nine (9) employee workstations, approx. 64 s.f. each. (A sample employee workstation indicating furniture layout is provided in ATTACHMENT A.). One data jack, one phone jack and two duplex electrical outlets shall be provided at each workstation. Work Area – (1 Fax, 1 Copier, Work Table, 2 Supply Cabinets). Two phone jacks and three duplex electrical outlets shall be provided. One outlet shall be on a dedicated circuit for the copier. In this area there will be a file area with 28 letter size vertical file cabinets, approx. 18" wide x 30" deep. The floor is required to have the capability of supporting 125 lbs. per square foot. In this area there shall be customer seating for six (6). In this area the offeror shall provide a 34 inch high cabinet base with plastic laminate counter top and "backsplash". The counter top and base units shall be approximately 5 feet wide X 2 feet deep. The cabinet base shall contain an opening for an under counter refrigerator, enclosed storage compartments and drawers. Upper cabinets shall also be provided which are approximately 30 inches high X 5 feet wide X 12 inches deep and which contain enclosed storage compartments. Three duplex electrical outlets on separate circuit shall be provided: one for the under counter refrigerator, one over the counter for a microwave and one (with manual on/automatic off 24 hour timer) over the counter for coffee pot. No voice or data jacks are required at this coffee bar.

Hearing Rooms – Approx. 450 s.f. – Provide three hearing rooms, 1 at approx. 170 , 1 at approx. 140 s.f. and 1 at approx. 140 s.f. Each hearing room shall have a relite in the wall near the door, approx. 24"W x 24" H. Each hearing room shall have a lockable door. The hearing rooms require a STC rating of 42-45 for speech privacy. One data jack, one phone jack and four duplex electrical outlets shall be provided in each room.

- 28.3 **RESEARCH SECTION – Approx. 450 s.f. total. –** Provide a separate room/suite for the Research Section. This section is a publicly accessed area. This section should be

located near the Public Service Section and it is desirable that the research section also be near Dealer and Mail Out sections.

Research Room – Approx. 450 s.f. – The offeror shall provide a built-in (or modular system that will remain the property of the lessor) counter to limit public access beyond the entrance to the suite. The counter shall be approx. 8' long and 40" high and 24" deep with a minimum 36" wide portion of the counter at 30" high to accommodate ADA access. The employee side of the counter shall be a combination of open areas, built-in shelving and drawers. One data jack, one phone jack and two duplex electrical outlets shall be provided at this counter. The research room will have one employee workstation. One data jack, one phone jack and two duplex electrical outlets shall be provided at this workstation. The research room will include a Microfilm File Area that will accommodate 15 microfilm storage cabinets approx. 25" wide x 30" deep and a freestanding microfilm reader/printer. Two duplex electrical outlets shall be provided at this area. The floor is required to have the capability of supporting 125 lbs. per square foot.

- 28.4 **ACCOUNTING SECTION – Approx. 2600 s.f. total.** – Provide a separate suite/room for the Accounting Section. The accounting section is not a publicly accessed area. It is preferred this section be located near the public service counter area for access by public service employees and be located near the warehouse to facilitate movement and disposal of shredded paper. If this is not possible, the majority of this section may be located on an adjacent floor provided it is conveniently located from the public service area. The Cash/Drawer/Safe Room **SHALL** be located adjacent to the public service counter.

Open Office Area – Approx. 1,480 s.f. - This area will include eight (8) employee Work Stations approx. 96 s.f. each. One data jack, one phone jack and two duplex electrical outlets shall be provided at each workstation. This area will include a small, approx. 48 s.f. workstation for a Credit Card Machine. One data jack, two phone jacks and two duplex electrical outlets shall be provided at this workstation. This area shall include a work area with 1 fax, 1 copier, 1 shared printer, (1) 5' long x 3' deep work table and (2) 36" wide x 18" deep supply cabinets. Two phone jacks, one data jack and four duplex electrical outlets shall be provided in the work area. One outlet shall be on a dedicated circuit for the copier. This area will accommodate eight (8) 36" wide lateral files and (4) 25" wide x 30" deep microfilm storage cabinets and 12 l.f. of bookcases. The floor is required to have the capability of supporting 125 lbs. per square foot. The offeror shall provide a coffee bar in this area with a 34 inch high cabinet base with plastic laminate counter top and "backsplash". The counter top and base units shall be approximately 5 feet wide X 2 feet deep. The cabinet base shall contain an opening for an under counter refrigerator, enclosed storage compartments and drawers. Upper cabinets shall also be provided which are approximately 30 inches high X 5 feet wide X 12 inches deep and which contain enclosed storage compartments. Three duplex electrical outlets on separate circuit shall be provided: one for the under counter refrigerator, one over the counter for a microwave and one (with manual on/automatic off 24 hour timer) over the counter for coffee pot. No voice or data jacks are required in the coffee bar area.

Conference/Meeting Area – Approx. 150 s.f. This area will house an 8 person table. The offeror shall provide one phone jack and two duplex electrical outlets in this area. A storage alcove for 3 supply cabinets each 36" wide x 18" deep supply cabinets shall be provided in this area.

Private Office – Approx. 120 s.f. Provide a relite approx. 24"W x 36"H in the wall next to the door into this office. Each office shall have a lockable door. One data jack, one phone jack and four duplex electrical outlets shall be provided in the office.

Cash Drawer Storage/Safe Room - Approx. 300 s.f. This room should be accessible by public counter employees from behind the public service counter. An entrance from the accounting suite and an additional entrance allowing public service representatives to enter directly without entering accounting suite are desired. The floor in this room is required to have the capability of supporting 125 lbs. per square foot. This room requires secure construction equal to or better than that described herein. The minimum secure construction requires perimeter partitions that extend beyond the ceiling to the structure above for security and the metal studs and GWB shall extend to the structure above the ceiling. This room shall be of a minimum one-hour fire resistive construction. Note: See "Leased Space Electrical Requirements" for security alarm requirements. This room shall have lockable doors. This room should be provided with two voice jacks, two data jacks and eight duplex electrical outlets.

Microfilm Room – Approx. 430 s.f. This room requires close access to a nonpublic exterior exit and will house 2 microfilm machines, 1 microfilm reader/printer, 1 heavy capacity shredder, (2) 5' wide x 36" deep workstations for data processing, and (1) 5' wide x 36" deep workstation for editing. Also, space for a minimum of (30) approx 15" wide x 28" deep x 24" high paper storage bins is required. The storage bins can stack a maximum of 3 high. Provide a STC rating of 42-45 to minimize noise transmission of equipment at walls adjacent to occupied areas. Provide VCT flooring in this room. This room shall have two voice jacks, two data jacks, one 3-phase dedicated electrical outlet for the shredder, two dedicated electrical outlets for the microfilm machines and an additional eight duplex electrical outlets.

Microfilm Processing Room – Approx. 120 s.f. This room shall be entered only from the Microfilm Room. This room will accommodate a portable microfilm processor and (2) 5' long x 36" wide worktables. Provide hot and cold running water connections for the microfilm processor. Provide a deep service sink with hot and cold running water. Provide sheet vinyl flooring with welded seams. Provide a wall mounted safe light. This room does not require additional dark proofing at the door. Provide three duplex electrical outlets in this room.

- 28.5 **DEALER SECTION** – Approx. 800 s.f. total. – This section is required to be adjacent to or combined with Business Partners Section. It is preferred this section be located near the Research Section and the Public Service Area.

Open Office Area – Approx. 700 s.f. This area shall house nine (9) employee Work Stations approx. 48 s.f. each. One data jack, one phone jack and two duplex electrical

outlets shall be provided at each workstation. This area shall accommodate 1 Fax, 1 Copier, Work Table, 2 Supply Cabinets and 4 vertical file cabinets, 18" wide x 30" deep.) Two phone jacks and three duplex electrical outlets shall be provided. One outlet shall be on a dedicated circuit for the copier. A dealer pick-up and drop-off place in this area will accommodate 2 vertical file cabinets, 18" wide x 30" deep, 6 l.f. of shelving units and a small work table and shall be located off the entrance to the suite. One phone jack and two duplex electrical outlets shall be provided in this area. The offeror shall provide a coffee bar in this area with a 34 inch high cabinet base with plastic laminate counter top and "backsplash". The counter top and base units shall be approximately 5 feet wide X 2 feet deep. The cabinet base shall contain an opening for an under counter refrigerator, enclosed storage compartments and drawers. Upper cabinets shall also be provided which are approximately 30 inches high X 5 feet wide X 12 inches deep and which contain enclosed storage compartments. Three duplex electrical outlets on separate circuit shall be provided: one for the under counter refrigerator, one over the counter for a microwave and one (with manual on/automatic off 24 hour timer) over the counter for coffee pot. No voice or data jacks are required in the coffee bar.

Interview Room – Approx. 100 s.f. This room shall have a 24" W x 36" H relite in the wall next to the door. This room shall have a lockable door in this room. One data jack, one phone jack and four duplex electrical outlets shall be provided in this room.

- 28.6 **BUSINESS PARTNER SECTION – Approx. 600 s.f. total** This section is required to be adjacent to or combined with Dealer Section. It is preferred this section be located near the Research Section and the Public Service Section.

Open Office Area – Approx. 500 s.f. This area shall accommodate five (5) employee Work Stations approx. 64 s.f. each. One data jack, one phone jack and two duplex electrical outlets shall be provided at each workstation. This area shall accommodate a Work Area with a work table, 2 Supply Cabinets and 4 vertical file cabinets which are 18" wide x 30" deep. The BUSINESS PARTNER SECTION will share a copier and fax with the DEALER SECTION. One phone jack and two duplex electrical outlets shall be provided. This area shall have a pick-up and drop-off area which will accommodate 2 vertical file cabinets, 18" wide x 30" deep each; 6 l.f. of shelving units and a small work table. This pick-up and drop-off area shall be located off the entrance to this SECTION. One phone jack and two duplex electrical outlets shall be provided in this area.

Interview Room – Approx. 100 s.f. – This room shall have a 24"W x 36" H relite in the wall next to the door. This room shall have a lockable door. One data jack, one phone jack and four duplex electrical outlets shall be provided in this room.

- 28.7 **MAIL OUT SECTION – Approx. 825 s.f. total.** It is preferred this section be located near the Research Section and the Public Service Section.

Open Office Area – Approx. 725 s.f. This area shall accommodate a Switchboard Work Station approx. 64 s.f.. One data jack and two duplex electrical outlets shall be provided at this workstation. The main phone switch will be located here. This area

shall have a correspondence Work Station approx. 64 s.f. in size. One data jack, one phone jack and two duplex electrical outlets shall be provided at this workstation. This area shall accommodate seven (7) employee Work Stations approx. 48 s.f. each. One data jack, one phone jack and two duplex electrical outlets shall be provided at each workstation. This area shall have a work area with 1 shared Printer, 1 small copier, Work Table, 2 Supply Cabinets and 4 vertical file cabinets, 18" wide x 30" deep. One phone jack, one data jack and three duplex electrical outlets shall be provided at each employee Work Station. One electrical outlet shall be on a dedicated circuit for the copier. The offeror shall provide a coffee bar with a 34 inch high cabinet base with plastic laminate counter top and "backsplash". The counter top and base units shall be approximately 5 feet wide X 2 feet deep. The cabinet base shall contain an opening for an under counter refrigerator, enclosed storage compartments and drawers. Upper cabinets shall also be provided which are approximately 30 inches high X 5 feet wide X 12 inches deep and which contain enclosed storage compartments. Three duplex electrical outlets on separate circuit shall be provided: one for the under counter refrigerator, one over the counter for a microwave and one (with manual on/automatic off 24 hour timer) over the counter for a coffee pot. No voice or data jacks are required in this space.

The offeror shall provide a Mail-Out Equipment Counter 12-14ft long, 30" deep and 36" high to accommodate the mail-out equipment and a fax. This counter shall be located near the switchboard operator. The offeror shall provide a combination of under counter base cabinets with drawers and doors and open shelving units. Provide 12" deep open shelving wall cabinets above. One phone jack and four duplex electrical outlets shall be provided above the counter.

Interview Room – Approx. 100 s.f. This room shall have a 24"W x 36" H relite in the wall next to the door. This room shall have a lockable door. One data jack, one phone jack and four duplex electrical outlets shall be provided in this room.

28.8 CALL CENTER SECTION – Approx. 800 s.f. total.

Open Office Area – Approx. 700 s.f This area shall accommodate nine (9) employee Workstations, approx. 48 s.f. each. One data jack, one phone jack and two duplex electrical outlets shall be provided at each employee workstation. This area shall accommodate a work area with 1 Fax, 1 Copier, Work Table, 2 Supply Cabinets and 4 vertical file cabinets, 18" wide x 30" deep. Two phone jacks and three duplex electrical outlets shall be provided. One outlet shall be on a dedicated circuit for the copier.

Interview Room – Approx. 100 s.f. This room shall have a 24"W x 36" H relite in the wall next to the door. This room shall have a lockable door. One data jack, one phone jack and four duplex electrical outlets shall be provided in this room.

28.9 EMPLOYEE SUPPORT SECTION – Approx. 1270 s.f. total.

Employee Locker Room – Approx. 300 s.f. This room shall be near the employee entrance and limited from public access. This room will accommodate approx. 45

double tier lockers (90 employees) 12" deep x 12" wide and benches. Lockers and benches will be supplied by DMV. Provide VCT flooring in this room. Provide three duplex electrical outlets in this room.

Employee Break Room – Approx. 400 s.f. This room shall be limited from public access and be conveniently accessed from behind the public service counter. It is preferred this room be near the employee locker room. The room shall be configured to accommodate a full size refrigerator, 2 microwaves and tables and seating for 10 –12. The Lessor shall provide a stainless steel sink approximately 24 inches wide X approximately 22 inches deep, with hot and cold running water, installed in a 34 inch high cabinet base with laminated counter top and "backsplash". The counter top and base units shall be approx. 12 feet wide X 2 feet deep. The cabinet base shall contain enclosed storage compartments and drawers. An upper cabinet shall also be provided which is approximately 30 inches high X 12 feet wide X 1 foot deep and which contains enclosed storage compartments. Dedicated 20A circuit electrical outlets shall be provided for a full size refrigerator, a soft drink vending machine and a hot food vending machine (to be provided by the State). Three additional electrical outlets (24" separation each on separate circuit with ground fault protection) shall be provided over the kitchen counter. One of these outlets shall have a (manual on/automatic off 24 hour) timer for a coffeepot. This room shall be provided with one soap dispenser near the sink and one electric air freshener. Exhaust ventilation shall be adequate to carry away food and beverage preparation odors. This room shall be provided with three voice jacks and one data jack. Provide duplex electrical outlets at perimeter walls a maximum of 10' apart.

Training/Conference Room – Approx. 450 s.f. This room shall accommodate a conference table and seating configuration for 10–12 and training configurations for 6-8. Multi-level light switching and/or dimming shall be provided in this room to achieve low level lighting of one foot candle. One voice jack and six data jacks shall be provided in this room. The offeror shall provide a wooden chair rail (bumper) protector on all walls of this room 27 inches to 30 inches from the floor. Provide a 6' x 6' pull down projection screen recessed in the ceiling. Duplex electrical outlets should be placed along each perimeter wall with a maximum of ten feet of wall space between adjacent receptacles.

Telephone/Computer Equipment Room – Approx. 120 s.f. This room shall be within 75% of being a square. This room shall be where the data cabling home run is located. The room shall house DMV computer equipment such as the LAN concentrators, patch panel racks, punchdown blocks, switches, controllers, LAN servers, trunk cables, routers, gateways, modems and other related equipment that can be brought to a central control area from all external areas. The room shall be dedicated solely to voice and data communications and shall not have power distribution panels (other than those dedicated to data communications), transformers, motors, or any other device in or in close proximity that could cause interference with voice and data communications. This room shall be constructed with floor to ceiling walls and be of a minimum one hour fire resistive construction. Wall areas in this room shall have ¾" plywood, painted backboard with a minimum of two (2) coats of nonconductive, fire retardant paint for

mounting patch panels and punchdown blocks. The room shall have a lockable door. The room shall be central to all computer locations, with no jack further than 90 meters (300 feet). Size, location and provisioning of each computer equipment room shall be in accordance with EIA-TIA 569. Temperature in this room must be maintained within the range of 63-70 degrees Fahrenheit in the area one foot above the floor to a height of seven feet above the floor. Average dust density must be at Zone 4 ($0.00014g/m^3$) or better and humidity must be maintained at RH 20% to 80%, non-condensing. One analog and one digital voice jack and one data connection to the State of Alaska router must be provided in this room. Four wall mounted duplex electrical outlets must be provided. Two 30 ampere, 125V AC circuits for the State furnished UPS shall be installed on the wall near the patch panels and equipment rack. UTP backbone cable in conduit must be provided between the telephone/computer equipment room and the main building telephone room. This cable shall terminate at each end on patch panels or punchdown blocks. Jumper cables, wire management devices and other equipment as required for interconnections between horizontal and backbone wiring must be provided. Equipment and performance requirements for the entire system shall meet or exceed Category 5E requirements. The equipment room shall comply with the provisions of NEC Article 645 Information Technology Equipment. See also "Leased Space Voice and Data Cabling Requirements" section.

28.10 **EMPLOYEE RESTROOMS** – Approx. 350 s.f. total. Restrooms shall be provided per Anchorage Municipal Code. Employee restrooms shall be located near the employee side of Public Counter. The rest rooms shall be fully accessible. Restrooms shall be designed for an occupant load of 75.

28.11 **WAREHOUSE** – Approx. 2800 s.f. total.

Secured Central Supply Area – Approx. 2500 s.f. This area should be accessible to the Accounting Section by a personnel door. This area shall have a minimum of 10' high ceilings with electronically operated overhead door(s) to the exterior. Exterior access must be clear to allow a tractor/trailer to be backed directly to the overhead door to unload deliveries. A 64 s.f. Workstation shall be located in this area. One voice jack, one data jack and two duplex electrical outlets are required for this workstation. Offeror shall provide a dedicated 3-phase outlet for the forklift charger. Duplex electrical outlets should be placed along each perimeter wall with a maximum of fifteen feet of wall space between adjacent receptacles. All walls adjoining the main facility shall be sound insulated. Provide an STC rating of 45. Sealed concrete floors shall be provided in this area.

Mailing Equipment Room – Approx. 300 s.f. This must be a separate room. This room will house a large burster/insert machine and several high volume printers. It shall be adjacent to the Secured Central Supply. Offeror shall provide a double door (min. 5' wide) to this room from the warehouse space to accommodate material transfer by pallet jack. Duplex electrical outlets should be placed along each perimeter wall with a maximum of ten feet of wall space between adjacent receptacles. Provide a dedicated circuit for burster/insert machine and a maximum of 3 outlets per circuit for

sorters. All walls adjoining the main facility shall be sound insulated. Provide an STC rating of 45. Sealed concrete floors shall be provided in this area.

28.12 SPACE OFFERED: Offerors should enter numbers on the following blank spaces.

TOTAL NET USABLE SQ. FT. OFFERED FOR OFFICE AND
PUBLIC AREAS: _____

TOTAL NET USABLE SQ. FT. OFFERED FOR WAREHOUSE
SPACE: _____

END OF SECTION 2.

SECTION 3 – PROPOSAL TERMS AND AWARD PROVISIONS

1. AUTHORITY: This Request For Proposal is written in accordance with AS 36.30 and 2AAC 12.
2. DEFINITION OF OFFEROR: The Offeror, as referenced under AS 36.30.200(e), AS 36.30.250, or AS 36.30.170(b), is the entity who will be bound to perform under the lease that results from this Request For Proposal. An agent who is authorized by the Offeror to act on their behalf may submit an offer for the Offeror, but cannot be considered as the Offeror. If an agent is submitting an offer on behalf of an Offeror, evidence must be provided upon request that the agent's authority is in effect on the Request For Proposal closing date. Acceptable evidence includes a notarized letter signed by the owner or a principal of the owner authorizing the agent to bind the owner to the offer. Retroactive evidence of authorization of agency on behalf of the Offeror is not acceptable.
3. REQUEST FOR PROPOSAL REVIEW**Error! Bookmark not defined.**: Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the Contracting Officer at least ten (10) days before the date set for Request For Proposal closing. This will allow time for an amendment to be issued, if one is required. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made.

Do not put the Request For Proposal number and closing date on the envelope of a request for information. Envelopes with the Request For Proposal number annotated on the outside will not be opened until after the scheduled closing date. Offeror's written comments should be sent to the Contracting Officer at: 550 West 7th Avenue, Suite 601
Anchorage, Alaska 99501

All questions must be directed to the Contracting Officer at the Anchorage office of the Division of General Services, Department of Administration at phone (907) 269-0301, fax: (907) 269-0308 or TDD at (907) 269-0312.

There are generally two types of questions. The first type is a question that can be answered by directing the questioner to the specific section of the Request For Proposal (RFP) where the information is found. Response to these questions may be given over the telephone, but are limited to directing the questioner to a portion of the RFP that can then be read by the questioner. The second type is a question that would require the Contracting Officer to clarify or interpret part of the RFP or its intent. Response to the second type of question will not be given except in writing via amendment to the RFP.

4. **SOLICITATION FORMS:** Offerors should use this and attached forms in submitting proposals.
5. **SUBMITTING OFFERS:** **ONE (1)** copy of the "PRICE OFFICE PAGE" should be submitted in a separate sealed envelope marked "Price Offer Page" with the number RFP# 1999-0200-1435 on the outside of the envelope. **Six (6)** copies of the remainder of the offer should be submitted in a sealed envelope or container marked as below.

Offeror's Return Address

Department of Administration
Division of General Services
550 West 7th Avenue, Suite 601
Anchorage, Alaska 99501

Request For Proposal Number: 1999-0200-1435

Failure to comply with the RFP closing date and time deadline will result in disqualification of the offer without review.

6. **LATE OFFERS:** Late offers are offers that are received after the time and date set for the Request For Proposal closing. Late offers will not be accepted.
7. **PROTESTS:** An Offeror may protest the award of a contract or the proposed award of a contract. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with Alaska Statutes (AS) 36.30.560. - 36.30.610.
8. **COSTS:** Unless otherwise provided, all requirements of this section of the Request For Proposal shall be furnished within the rent price offered, and at no additional cost to the State.
9. **LEASE AGREEMENT:** The lease agreement will be prepared by the State and will include all the terms and conditions of this Request For Proposal.

10. PREPARATION FOR OCCUPANCY: In preparing space for occupancy under the lease resulting from this Request For Proposal the Offeror and its contractors and subcontractors must comply with all applicable federal, state, and local regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state and local taxes. In the absence of local regulations, State codes shall apply. Minimum requirements established in this Request For Proposal shall not be construed as lowering the standard established by local regulations, and when local regulations and codes contain more stringent provisions, they shall govern. The successful Offeror shall be responsible for obtaining all permits.
11. FIRM OFFER: For the purpose of award, offers made in accordance with this Request For Proposal must be good and firm for a period of one hundred twenty (120) days from the date of closing.
12. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.
13. SUBCONTRACTORS: Within five (5) working days of notice, the apparent successful Offeror must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license. Subcontractors can only be changed per AS 36.30.210 (a).
14. AMENDMENTS TO THE REQUEST FOR PROPOSAL: Should the issuing office consider it necessary to revise any part of this Request For Proposal an amendment will be provided to all potential Offerors who were sent a copy of the Request For Proposal.
15. STATE NOT RESPONSIBLE FOR PREPARATION COSTS: No costs incurred by Offerors in the preparation of their offer, including travel and per diem costs, may be charged as an expense of performing the contract, nor as an expense of acquiring or competing for the contract. In the event the Request For Proposal or lease is canceled or terminated the State will not pay costs incurred by the Offeror or contractor for offer or contract preparation.
16. FINANCING: The State must approve the financing used by an Offeror to finance construction or renovation of the lease property. The State will not participate in the financing of the leased premises by issuing revenue bonds, certificates of participation, or other instruments secured by the lease. The State will not approve financing secured by the lease that is obtained by the issuance to investors of municipal revenue bonds, certificates of participation, or other instruments issued by the municipality.
17. EXTENSION OF PRICES: In the case of error in the extension of prices in the offer the unit prices will govern.

18. METHOD OF AWARD: Award will be accomplished in 3 stages. In the first stage the Evaluation Committee will assign points, and based on the aggregate point totals for each Offeror, will rank the offers.

In the second stage, an Offeror whose offer is considered reasonably susceptible of award may be given the opportunity to discuss their proposals with the Evaluation Committee at the discretion of the Contracting Officer. The discussions are for the purpose of clarification to assure full understanding of, and responsiveness to the Request For Proposal requirements (AS 36.30.240). The evaluation of an Offer may be adjusted as a result of a discussion under this paragraph. The conditions, terms or price of the proposed contract may be altered or otherwise changed during the course of the discussions (2AAC 12.290). The Contracting Officer may limit discussion to specific sections of the Request For Proposal. If during discussions there is a need for any substantial clarification of or change in the Request For Proposal, the Request For Proposal must be amended to incorporate the clarification or change. Any oral modification of an Offer shall be reduced to writing by the Offeror. (2AAC 12.290). If discussions are held, the Contracting Officer shall set a date and time for the submission of best and final Offers. If an Offeror does not submit a best and final Offer or a notice of withdrawal, the Offeror's immediately previous Offer is considered the Offeror's best and final Offer. (2AAC 12.290). If best and final Offers have been requested, final evaluations will be conducted (2AAC 12.290). At the conclusion of the final evaluation the highest ranked Offeror will be considered the prospective awardee.

In the third stage the Contracting Officer, the Division of Motor Vehicles and the prospective awardee will work in good faith with each other to finalize an acceptable floor plan which satisfies the tenant agency's need for efficient layout of its space. The purpose of this stage is to settle on a floor plan which meets the State's organizational, spatial, and functional relationships expressed in the Request For Proposal; and which meets the tenant agency's need for efficient layout of its operations, a need which can be considered only after knowing the physical and regulatory limitations of the prospective awardee's building.

If a satisfactory layout is achieved which meets the requirements of the Request For Proposal and the tenant agency's need for an efficient layout, and the State still wishes to proceed, the State will issue a NOTICE OF INTENT TO AWARD in accordance with AS 36.30 and 2 AAC 12. If a satisfactory layout cannot be achieved which meets the requirements of this Request For Proposal and the tenant agency's need for an efficient layout, the prospective awardee's offer shall be rejected and the award process will begin anew with the next highest ranked Offeror.

19. HINDRANCE TO PUBLIC MISSION: The State reserves the right to reject any offer of a building which by virtue of its location, close environs or any other factors, could in the State's reasonable judgment be predicted to create a substantial hindrance to a tenant State agency's mission.

20. COSTS TO BE BORNE BY THE OFFEROR: Offers are required to include as part of the lease consideration all utilities except monthly recurring telephone, but including heating and cooling, ventilation, electricity, sewage, potable water, trash removal from the premises, snow and ice removal from walkways, parking areas and testing areas; janitorial services; and any and all other costs associated with the State's occupancy of the lease space.

21. DELIVERY AND CONDITIONS OF PREMISES: The term "ready for occupancy" requires the space to meet all the requirements of the Request For Proposal, receive a Certificate of Occupancy from the appropriate local authority, and receive the Facility Audit Report as specified in Section 1 of this Request For Proposal. The State reserves the right to determine when the space is ready for occupancy

22. CONFIGURATION CHANGES: Changes in the configuration of the space offered by either the Offeror or the State after the final notice of award and notice to proceed, but before occupancy, shall be mutually agreed upon by the Offeror and the Contracting Officer in writing before such changes are actually accomplished.

No change of any nature whatsoever shall be authorized without cost and pricing data from the Offeror, including "no cost" changes.

Changes in the space may be required by the State solely for its convenience, and at its sole discretion. The Offeror shall perform such changes upon authorization of the Contracting Officer. The Offeror shall timely provide correct and true cost and pricing data to the Contracting Officer before making any changes in the space.

The Contracting Officer may prescribe forms and procedures for authorizing changes to the space.

23. EVALUATION OF PROPOSALS: The evaluation will be based on the evaluation factors set out in this Request For Proposal (RFP) using a numerical rating system. All offers will be evaluated by a committee consisting of representatives from the Department of Administration, Division of General Services and Division of Motor Vehicles. The evaluation committee will be chaired by the Contracting Officer. The responsive and responsible offer receiving the highest total amount of points shall be considered for award. Upon completion of the evaluation, the Contracting Officer will prepare a summary of the evaluation process and the rankings of the offers.

The Evaluation Committee may conduct an on site external inspection of the building or site offered.

The Evaluation Committee may conduct discussions with Offerors considered susceptible of being awarded the lease, in accordance with AS 36.30.240 and 2AAC 12.290.

Evaluation Committee members may or may not have specialized knowledge, training, or technical expertise regarding all of the information submitted for evaluation. It is the **Offeror's** responsibility to fully explain in layman's terms the advantages, attributes, benefits, and technical aspects of all information they feel is pertinent to the State's decision making process in awarding points. Proposals that merely offer to meet or exceed the requirements with no further explanation will not garner additional evaluation points.

Evaluation Committee members will exercise independent judgment and base their evaluation on the evaluation criteria set out in this RFP. In exercising independent judgment, Evaluation Committee members may take into consideration their personal knowledge and experiences.

The evaluation criteria descriptions listed are not exclusionary. The Evaluation Committee may

consider information relevant to the broad Offer Evaluation Scoring Criteria listed (for example, Function, Indoor Environment, etc.), whether or not such information is specifically addressed in an Offeror's proposal, so long as it is related to the criteria and implicit in the RFP. Offerors shall not contact members of the Evaluation Committee other than the Contracting Officer.

Any tie scores shall be broken by placing the tied offer that submitted the lowest monthly lease cost ahead. In the event of offers which achieve both tie scores and tie monthly lease cost offers after taking into account the Alaska Bidders Preference, the tie will be broken by drawn lots.

24. NOTICE TO OFFEROR: By submitting an offer, the Offeror certifies that:

- (1) the price(s) submitted was arrived at independently and without collusion;
- (2) the Offeror is complying with
 - (a) the laws of the State of Alaska,
 - (b) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the Federal Government,
 - (c) the applicable portion of the Federal Civil Rights Act of 1964,
 - (d) the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government and,
 - (e) all terms and conditions set out in this Request For Proposal.

If any Offeror fails to comply with any of the requirements of this paragraph, the State may reject the offer if no award has yet been made, or terminate any resulting contract, or consider the contractor in default of any resulting contract.

25. OFFER RESPONSIVENESS CRITERIA: Offers will initially be reviewed to assure compliance with the following minimum responsiveness requirements.

A. Offers shall be received by the deadline for closing of the Request For Proposal.

B. AS 36.30.210(e) requires that each Offeror must have a valid Alaska business license on the closing date of the Request For Proposal. A business license is defined, for the purposes of the Procurement Code, in 2 AAC 12.990. Evidence of a valid Alaska Business must be provided upon request, in one of the following forms:

- (a) a canceled check for the business license fee;
- (b) a copy of a business license application with a receipt date stamp from the State's business license office;
- (c) a receipt from the State's business license office for the license fee;
- (d) a copy of the Offeror's valid business license;
- (e) a sworn notarized affidavit that the Offeror has applied and paid for a business license.

C. The Offeror shall submit with its offer or upon request, a certification of its qualification for the Alaska Bidder Preference, if the Offeror wishes to claim the preference. The certification must be in the form of the sample certification located in this Request For Proposal. In the absence of a certification of its qualification for the Alaska Bidder's Preference, the State will assume the Offeror is not qualified nor entitled to the Alaska Bidder Preference.

D. An Alaska Bidder is a person who:

- (1) holds a current Alaska business license;
- (2) submits a bid/proposal for services under the name as appearing on the person's current Alaska business license;
- (3) has maintained a place of business within the State staffed by the bidder or an employee of the bidder for a period of six (6) months immediately preceding the date of the bid;
- (4) if a limited liability company (LLC) organized under AS 10.50; must meet the requirements of AS 36.30.170(b) and all members must be residents of the state, or if a limited liability partnership (LLP), all partners must be residents of the state.
- (5) is incorporated or qualified to do business under the laws of the State, is a sole proprietorship, and the proprietor is a resident of the State, or is a partnership, and all partners are residents of the State; and
- (6) if a joint venture, is composed entirely of venturers that qualify under (1) through (4) of this subsection.

E. The Offeror shall submit with its offer or upon request by the State, a certification of its qualification for the Employment Program Preference, if the Offeror wishes to claim the preference.

An Employment Program is an Offeror which qualifies for the Alaska Bidder Preference under AS 36.30.170(b) and is offering goods or service through an employment program as defined under AS 36.30.990(10). The certification must be in the form of a copy of a letter issued by the Alaska State Department of Education, Division of Vocational Rehabilitation certifying the Offeror is entitled to the preference, and the Offeror must have been on the Division of Vocational Rehabilitation's list of qualified employment programs at the time of closing of this Request for Proposal. In the absence of a timely certification of its qualification for the Employment Program Preference, the State will assume the Offeror is not qualified for nor entitled to the Employment Program Preference

F. The Offeror shall submit with its offer or upon request by the State a certification of its qualification for the Alaskan With Disabilities Preference, if the Offeror wishes to claim the preference. An Alaskan With Disabilities is an Offeror which is a sole proprietorship owned by a person with a disability, as defined under AS 36.30.170(j).

The certification must be in the form of a copy of the letter issued by the Alaska State Department of Education, Division of Vocational Rehabilitation certifying the Offeror is entitled to the preference, and the Offeror must have been on the Division of Vocational Rehabilitation's list of qualified Alaskans with Disabilities at the time of closing of this Request for Proposal. In the absence of a timely certification of its qualification for the Alaskan With Disabilities Preference, the State will assume the Offeror is not qualified for nor entitled to the Alaskans With Disabilities Preference.

G. The Offeror shall submit with its offer or upon request by the State, a certification of its qualification for the Employers of People With Disabilities Preference, if the Offeror wishes to claim the preference. An Employer of People with Disabilities is an Offeror that employs a staff that is made up of 50 percent or more people with disabilities, as defined under

AS 36.30170(j). By claiming the Employer of People With Disabilities Preference, the Offeror is also promising that should the Offeror be awarded the contract, the percentage of the Offeror's employees who are persons with a disability will remain at 50 percent or more during the contract term. AS 36.30.170(f).

The certification must be in the form of a copy of the letter issued by the Alaska State Department of Education, Division of Vocational Rehabilitation certifying the Offeror is entitled to the preference, and the Offeror must have been on the Division of Vocational Rehabilitation's list of qualified Employers of People With Disabilities at the time of closing of this Request for Proposal. In the absence of a timely certification of its qualification for the Employers of People With Disabilities Preference, the State will assume the Offeror is not qualified for nor entitled to the Employers of People With Disabilities Preference.

- H. Offeror shall submit with the offer, or upon request by the State, a detailed floor plan of all areas of the proposed space drawn to 1/8" scale. The plans shall show total square footage of each room or area; shall be labeled to show all rooms and areas listed in this RFP; and shall show scaled dimensions.
- I. Offeror shall submit with the offer, or upon request by the State, a plot plan of the offered building.
- J. Offeror shall submit with the offer, or upon request by the State, a parking layout plan that indicates the total number and location of each parking space the Offeror plans to provide.
- K. Offeror shall submit with the offer or upon request by the State, a plan or sketches of the prospective signage to be offered.

26. EVALUATION FACTORS: A. Price Evaluation and Formula: Shall consist of the "GRAND TOTAL PRICE" from the PRICE OFFER page. 35 points maximum. The lowest price offer will receive the maximum number of points allocated to price. Other offers' point allocations will be determined using the following formula, applied to each higher priced offer in its turn:

$$[(\text{Lowest Price Offer}) \times (\text{Maximum Points for Price})] \text{ Divided By } (\text{Price of Higher Offer}) = \text{Points}$$

For the purpose of price evaluation, Offerors which qualify for the Alaska Bidder's Preference shall have their Grand Total Price reduced by 5% before determining the lowest price offer. 2AAC 12.260(d).

B. Function, Planning and Design: Evaluation of the planned efficiency for the offered internal space; for the flexibility and adaptability to expand or rearrange offered space (for example, fewer columns and load bearing walls is better); and more open areas which provide future flexibility. Ability to add additional space due to growth of the State agency is better. Ceiling heights a minimum of 10 ft. high and indirect lighting in some of the public service areas is better. A lower ceiling (soffited area) over the public service counter and information counter with direct lighting is better. Evaluation of functionality enhancements which exceed the minimum requirements of the specifications (for example, special signage or signage in addition to the required or extra highly

visible and aesthetically pleasing signage; additional parking lot lights; access which exceeds ADA requirements of this Request For Proposal such as automatic opening doors; ease of access to road testing area from within the space (for example, direct access to road testing from waiting area); and functional floor plan layouts that enhance productivity or efficiency). 25 points maximum.

C. Appearance and Indoor Environment: Evaluation of enhancements which exceed the minimum requirements of the specifications: additional parking lot lights); Ceiling heights a minimum of 10 ft. high and indirect lighting in some of the public service areas is better. A lower ceiling (soffitted area) over the public service counter and information counter with direct lighting is better. Landscaping to provide relief from large paved areas is better. Covered parking is better. Fire protection above minimum requirements is better (for example, electronic fire alarm with voice provided in addition to the minimum requirements); natural light (for example, window area in addition to the minimum requirements); location near other public services such as post office, restaurants and shopping. 10 points maximum

D. Public Convenience: Evaluation of public access by vehicle (for example, on a major road; ease of access to the building from a major road or highway, traffic lights and crosswalks and pedestrian access); bus stop location and convenience, proximity or location in a major traffic pattern, location near other public services such as post office, restaurants and shopping; large density of business or commercial population nearby is desirable; larger number of automobiles passing by during week days is desired; special easily read or additional signage is more desirable; availability of landmarks known to general population to direct customers to location is desirable. 20 points maximum.

E. Qualification As An Alaska Bidder: If the Offeror qualifies as an Alaska bidder the Offeror will be granted 10 points. If not qualified as an Alaska Bidder the Offeror shall receive no points for this evaluation factor. 2AAC 12.260 (e).

ADDITIONAL OFFEROR INFORMATION: The following information should be submitted with the offer.

Location of building: _____

Recordable legal description (include lot, block, townsite, plat and/or U.S. Survey number and recording district): _____

Is property encumbered by a mortgage, lien or any other financial obligation? YES NO

Is the space owned by the Offeror or
 leased by the Offeror from the building owner?

If owned by a party other than the Offeror, list that party's name and address: _____

If owned by a party other than the Offeror, list Offeror's relationship to the owner: _____

Is the Offeror: [] Sole Proprietorship; [] Corporation; [] Partnership; [] Joint Venture; [] LLC; [] LLP; [] other? If "other", list the nature of the Offeror's business organization:

If owned by a party other than the Offeror, list that party's name and address: _____

ADDITIONAL PRICE INFORMATION: A price should be indicated for each of the following items. The prices will not have an affect on award. At the State's sole discretion, the prices will be used for tenant improvements or demolition required for a period of six (6) months from the date of full occupancy. By signature on the Request for Proposal, the Offeror certifies that to the best of the Offeror's knowledge and belief, the data submitted is accurate, complete and current as of the closing date of the proposal and will continue to be accurate and complete for six (6) months from the date of full occupancy. In accordance with AS 36.30.420, the State may audit the books and records of the Offeror to the extent the books and records relate to the cost or pricing data.

	<u>New Construction</u>	<u>Demolition</u>
FULL HEIGHT PARTITIONS (Price per lineal foot)	_____	_____
INTERIOR DOORS (Complete with framing and door hardware, price per each)	_____	_____
TELEPHONE/COMPUTER OUTLET (Installed and operational, price each)	_____	_____
ELECTRICAL 2-PLEX OUTLET (Installed and operational, price each)	_____	_____
STANDARD CEILING LIGHT FIXTURE: (Installed and operational, price each)	_____	_____

ADD INTERIOR HVAC ZONE (Complete with thermostats, mixing box, diffuser, heating, wiring, installation, energized.

Price per each zone added: \$ _____

ADD SPRINKLER HEAD
Price per each installed and operational: \$ _____

END OF SECTION 3.

PRICE OFFER PAGE

PRICE OFFER: Offerors must enter a number on the "MONTHLY PRICE" and "MONTHLY RENEWAL REDUCTION" below. Failure to indicate numbers below may be cause for the State to reject the offer.

"RENT PRICE" OFFER: For evaluation purposes the "Monthly Price" will be multiplied by 180 months.

\$ _____ X 180 months = \$ _____
Monthly Price Rent Price Offer

MINUS (-) "MONTHLY RENEWAL REDUCTION" OFFER: Offerors may offer a monthly rent price reduction during any renewal of the lease. For evaluation purposes the "Monthly Renewal Reduction" price will be multiplied by the number of months in the renewal options (72 months). Offerors should enter zero if no reduction is offered in the renewal years.

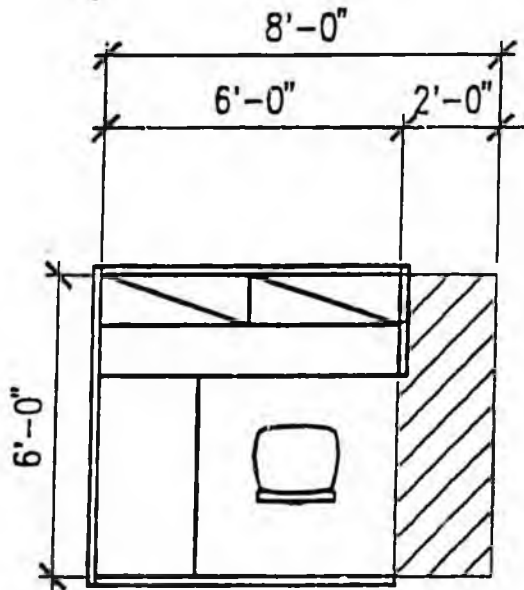
\$ _____ X 72 months = \$ (_____)
Monthly Renewal Total Renewal Reduction
Reduction

GRAND TOTAL PRICE: \$ _____

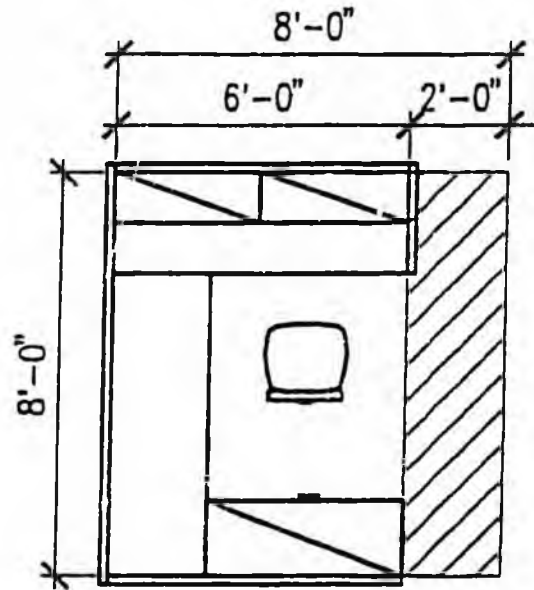
This is the total of the "Rent Price Offer" listed above minus (-) the "Total Renewal Reduction" listed above.

The "GRAND TOTAL PRICE" will be used for evaluation purposes.

ATTACHMENT A



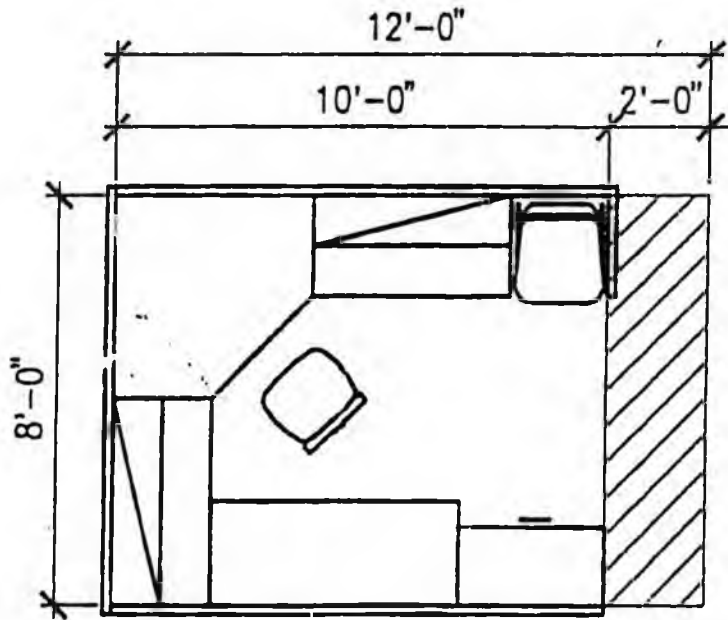
OS-2



OS-4B

① TYP. 48 S.F. WORKSTATION
1/4" = 1'-0"

② TYP. 64 S.F. WORKSTATION
1/4" = 1'-0"



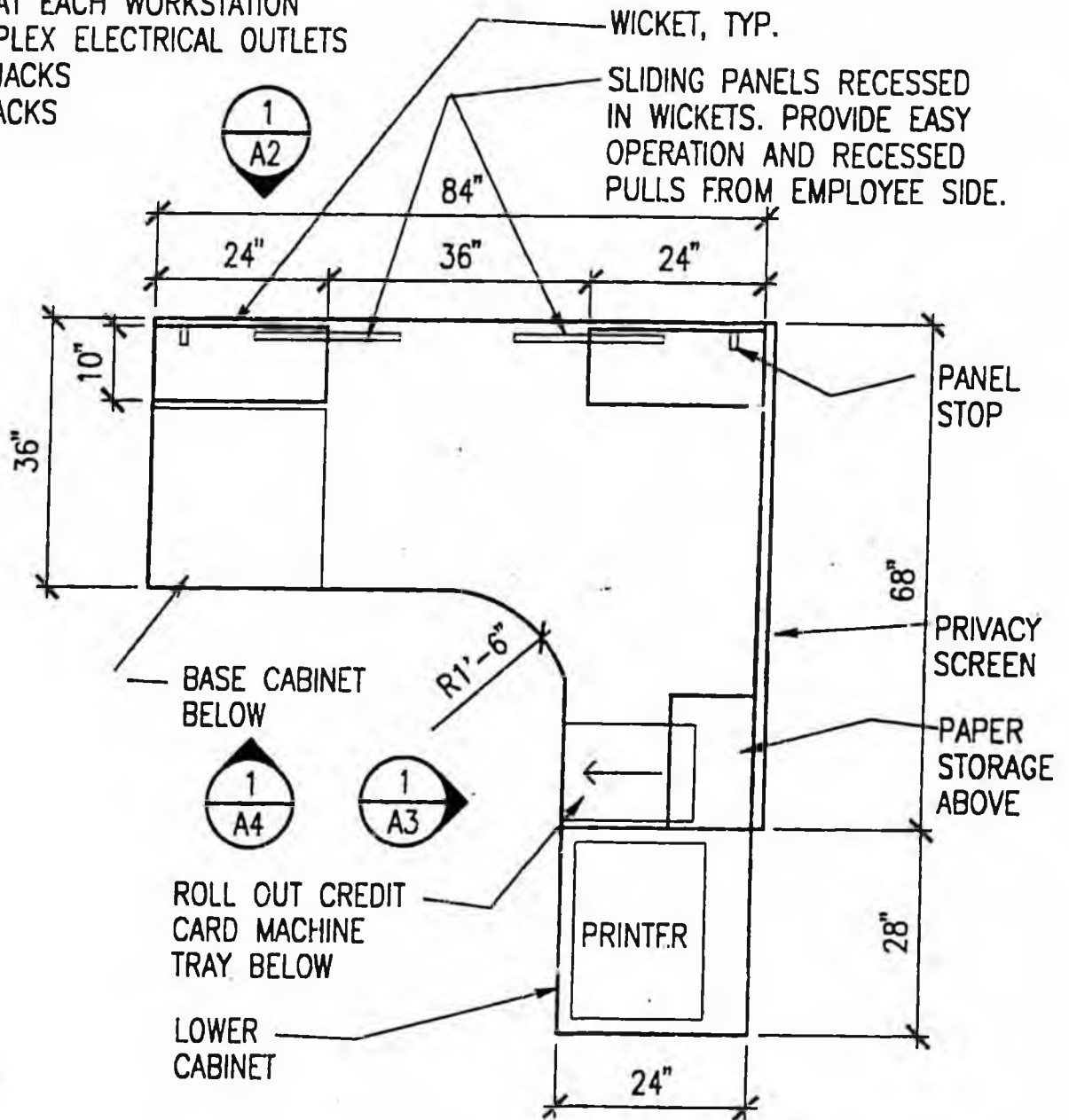
OS-6B (SIM)

③ TYP. 98 S.F. WORKSTATION
1/4" = 1'-0"

TYPICAL SOA WORKSTATION – Drawing WS-1

ATTACHMENT A

PROVIDE AT EACH WORKSTATION
 2 FOUR-PLEX ELECTRICAL OUTLETS
 2 VOICE JACKS
 2 DATA JACKS



PROVIDE MOCK-UP
 WORKSTATION PER
 LEASE SPACE REQUIREMENTS.

1

MODULAR WORKSTATION - PLAN 1

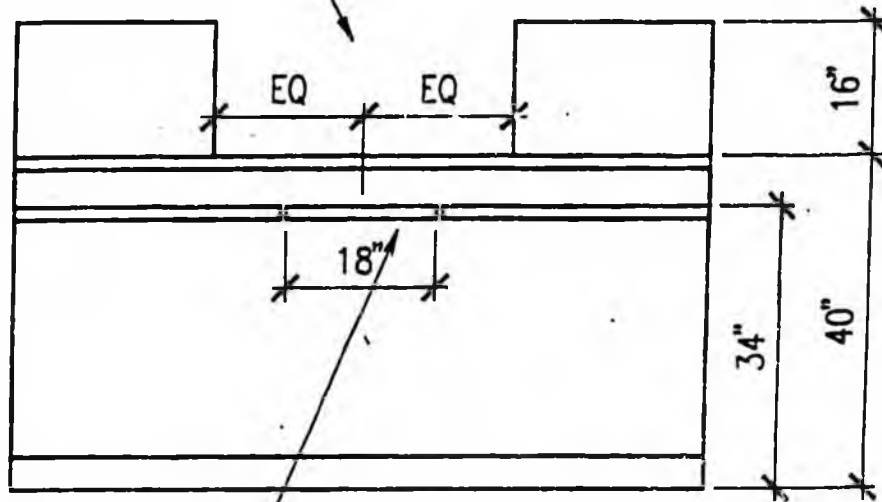
SCALE: 1/2" = 1'-0"

PROVIDE OPENINGS AND
 GROMMETS @ COUNTERTOP
 FOR POWER AND VOICE/DATA
 PER DMV DIRECTION.

PUBLIC SERVICE COUNTER WORKSTATION - Drawing A-1

ATTACHMENT A

SLIDING PANELS
SHOWN OPEN



ACCESSIBLE RECESSED
WRITING TRAY. INTEGRATE DESIGN
WITH HORIZONTAL WOOD TRIM OR OTHER APPROPRIATE ELEMENT.

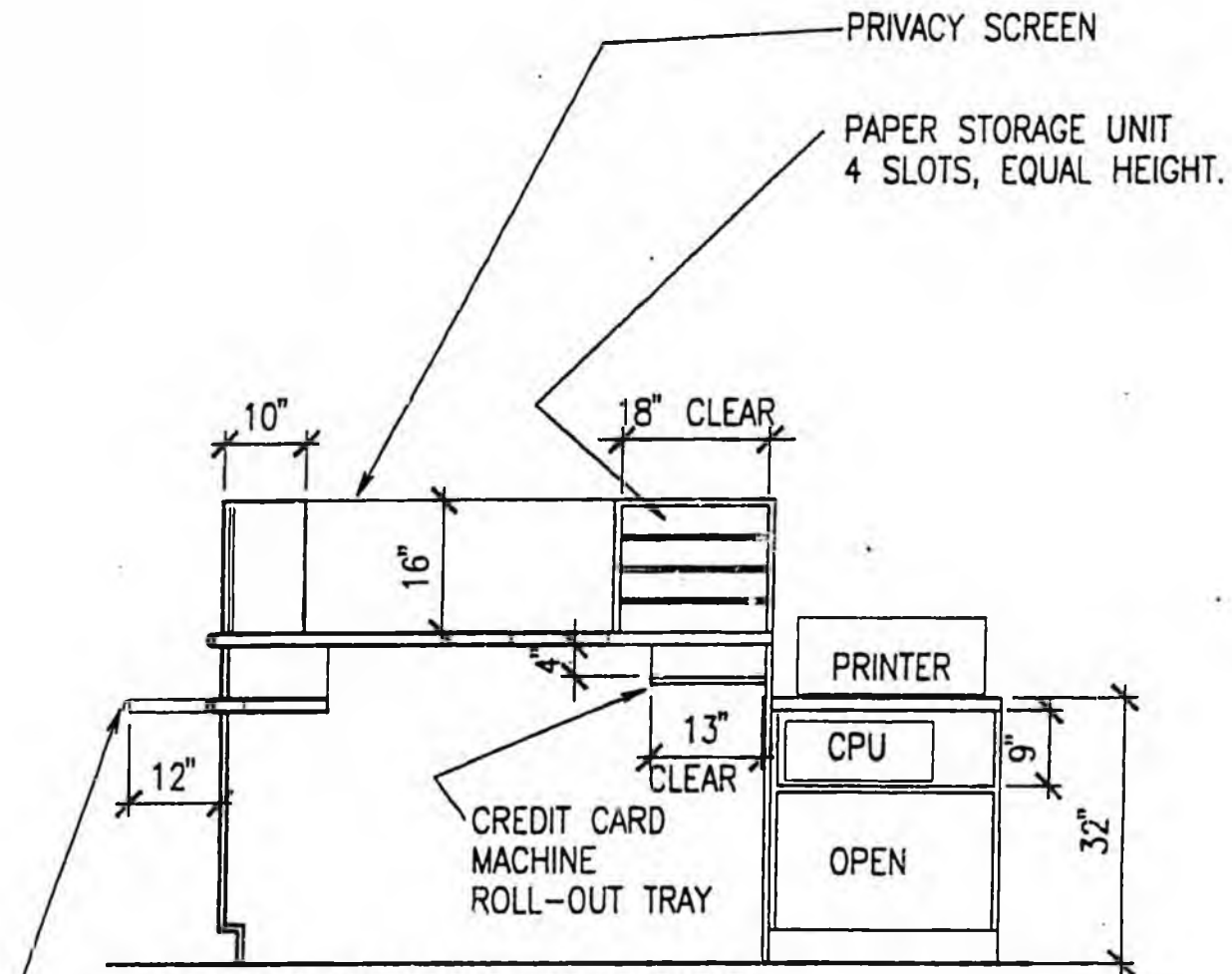
①

**MODULAR
WORKSTATION - ELEVATION**

SCALE: 1/2" = 1'-0"

PUBLIC SERVICE COUNTER WORKSTATION -- Drawing A-2

ATTACHMENT A



PULL-OUT ACCESSIBLE WRITING SHELF
PROVIDE STURDY SURFACE IN OPEN POSITION WITH
EASY PULL AND OPERATION AND STOPS
TO POSITION SHELF IN CLOSED POSITION EVEN WITH
HORIZONTAL TRIM

MODULAR WORKSTATION - ELEVATION

1

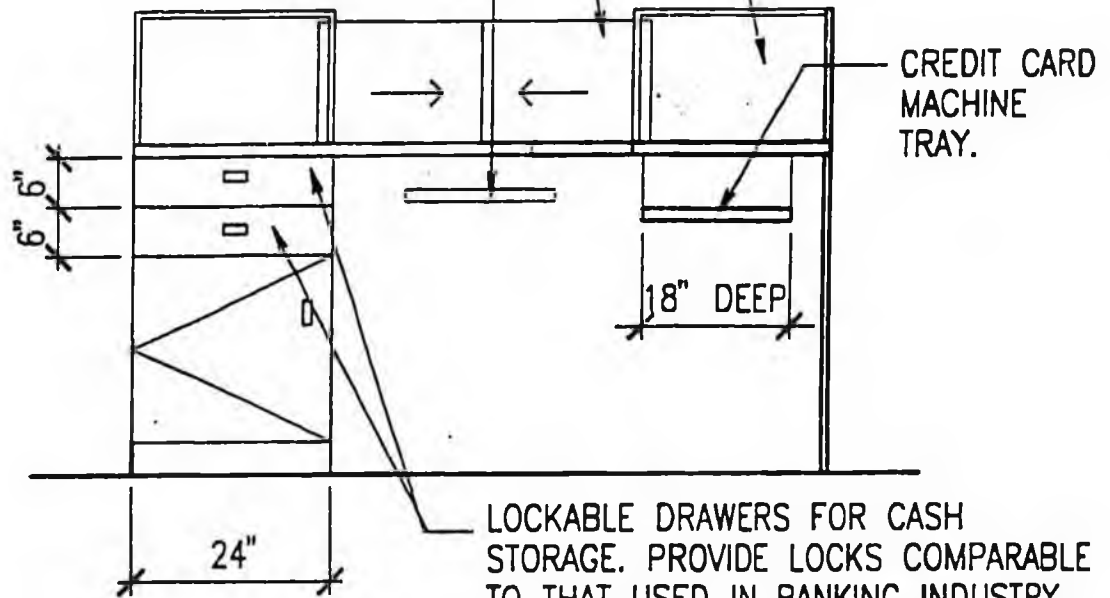
SCALE: $1/2" = 1'-0"$

ATTACHMENT A

WICKETS OPEN FROM EMPLOYEE SIDE

SLIDING PANELS

PULL-OUT ACCESSIBLE WRITING SHELF
SHOWN FROM BACK SIDE.



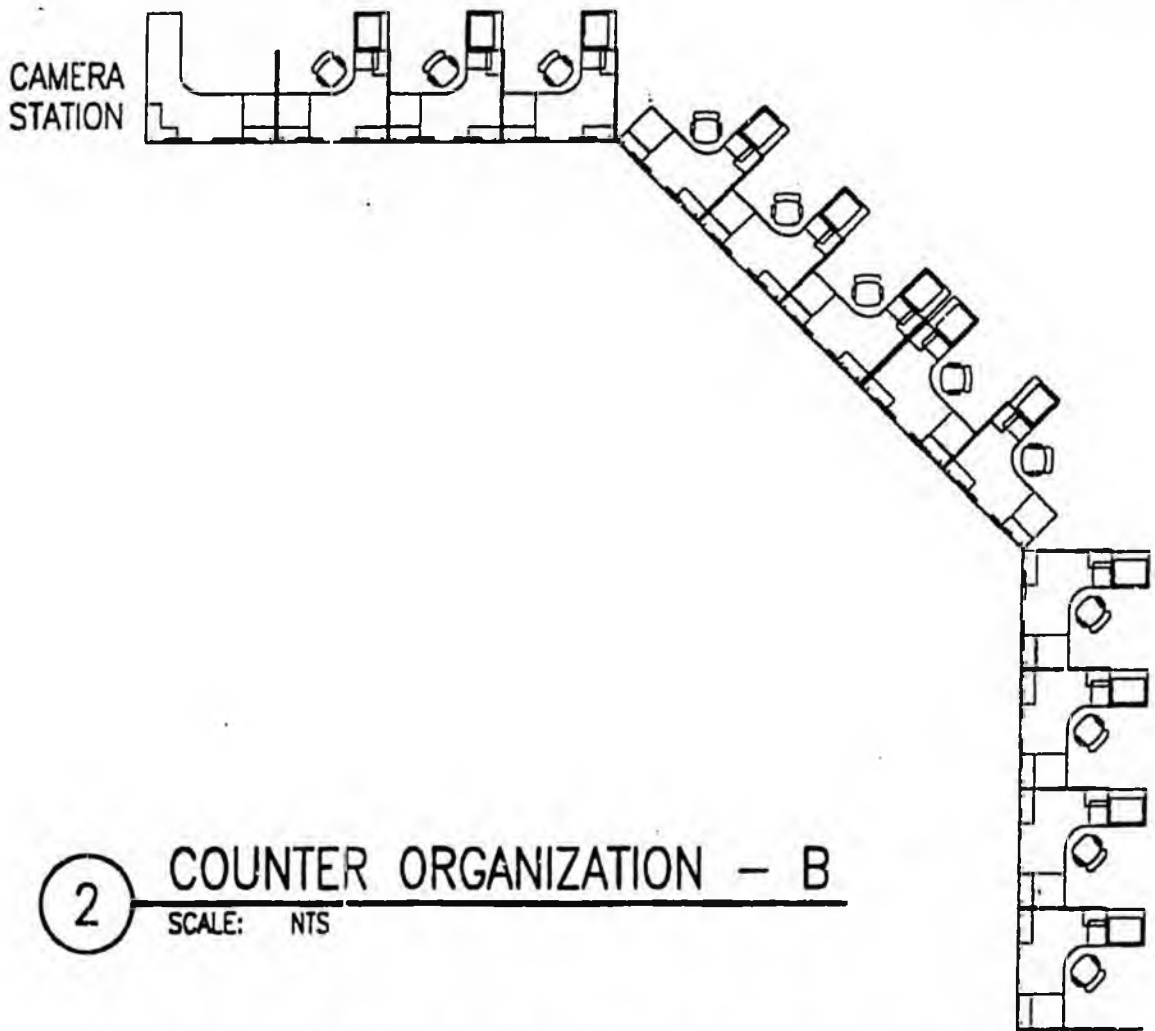
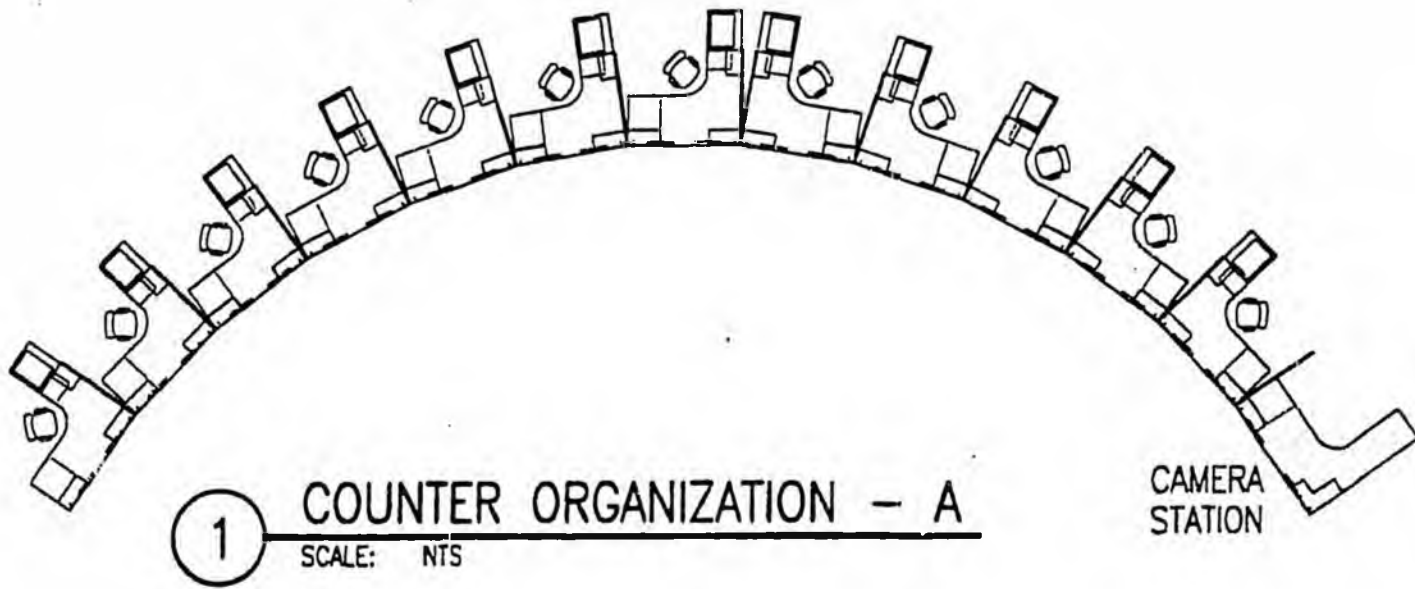
LOCKABLE DRAWERS FOR CASH STORAGE. PROVIDE LOCKS COMPARABLE TO THAT USED IN BANKING INDUSTRY. DRAWERS SHALL HAVE HEAVY DUTY HARDWARE WITH EASY GLIDE AND OPERATION. PROVIDE FINGER PULLS.

MODULAR WORKSTATION - ELEVATION

1

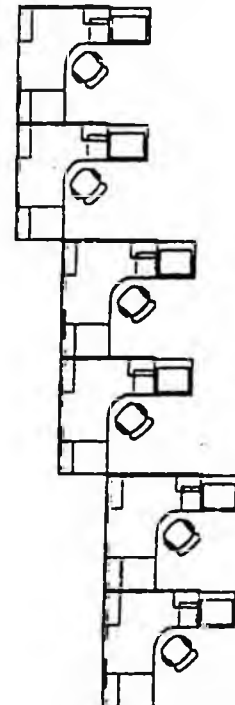
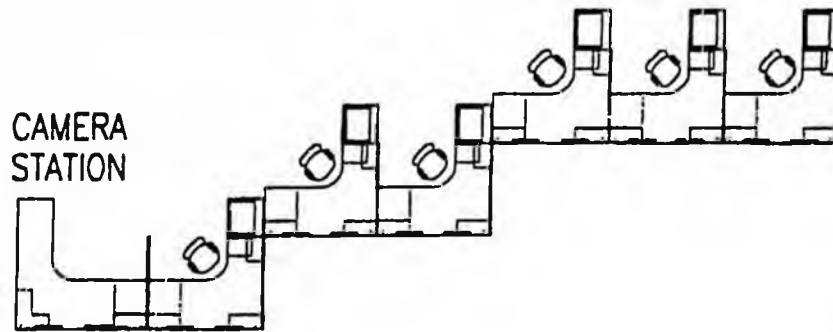
SCALE: 1/2" = 1'-0"

ATTACHMENT A

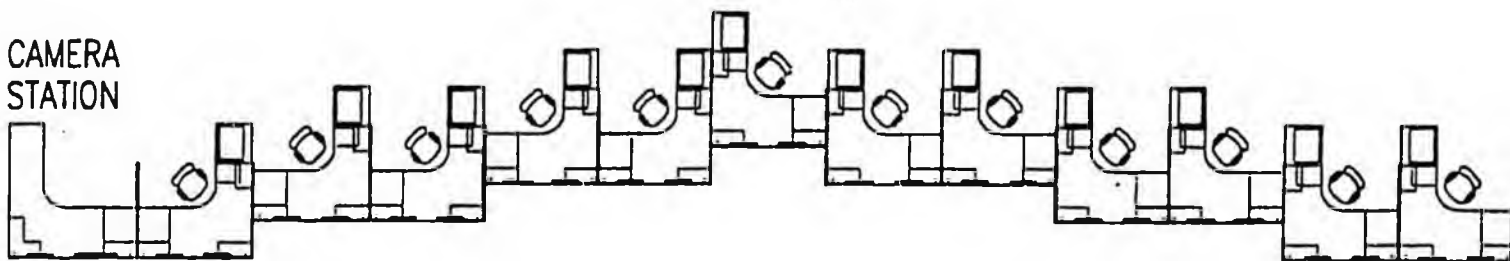


PUBLIC SERVICE COUNTER WORKSTATION - Drawing A-5

ATTACHMENT A

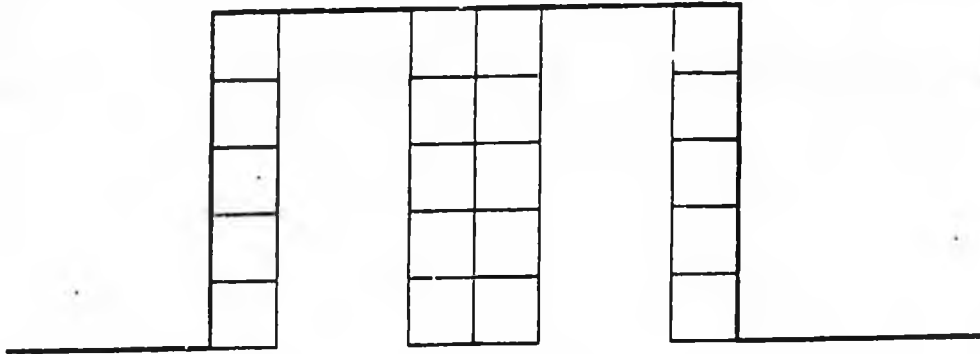


1 COUNTER ORGANIZATION - C
SCALE: NTS

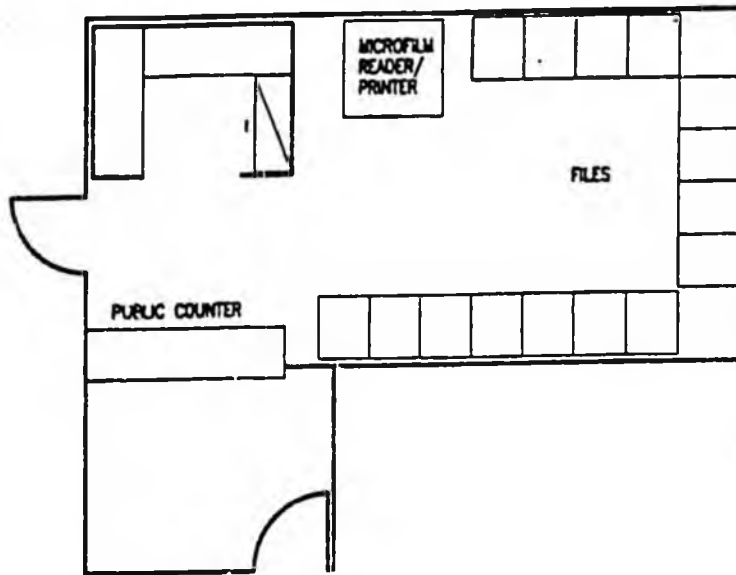


2 COUNTER ORGANIZATION - D
SCALE: NTS

ATTACHMENT A



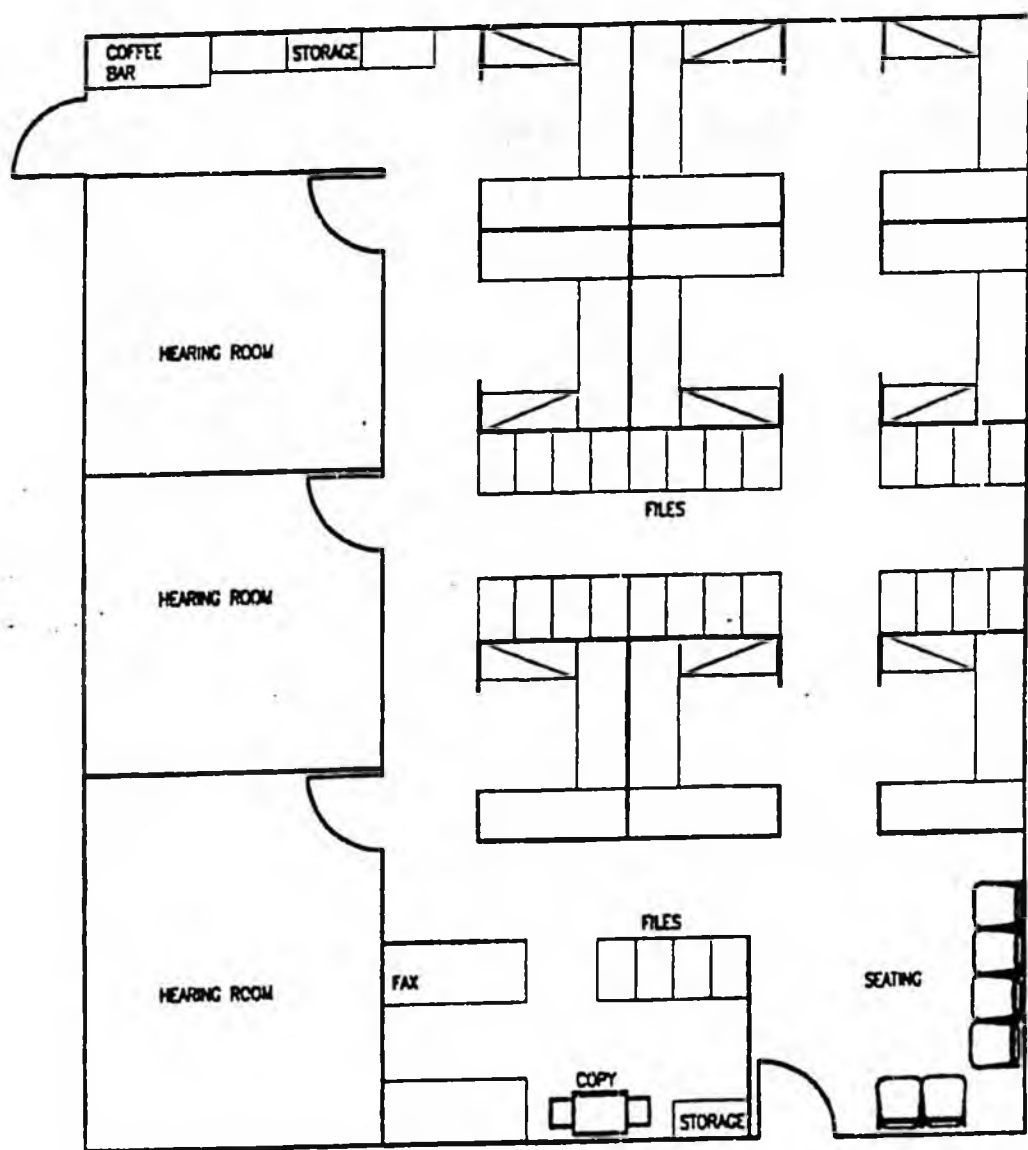
① **TESTING AREA (300 S.F.)**
SCALE: $1/8" = 1'-0"$ (32" X 32" MACHINE)



② **RESEARCH (450 S.F.)**
SCALE: $1/8" = 1'-0"$ (8' X 6' WORKSTATION)

SUGGESTED SPACE UTILIZATION – Drawing S-1

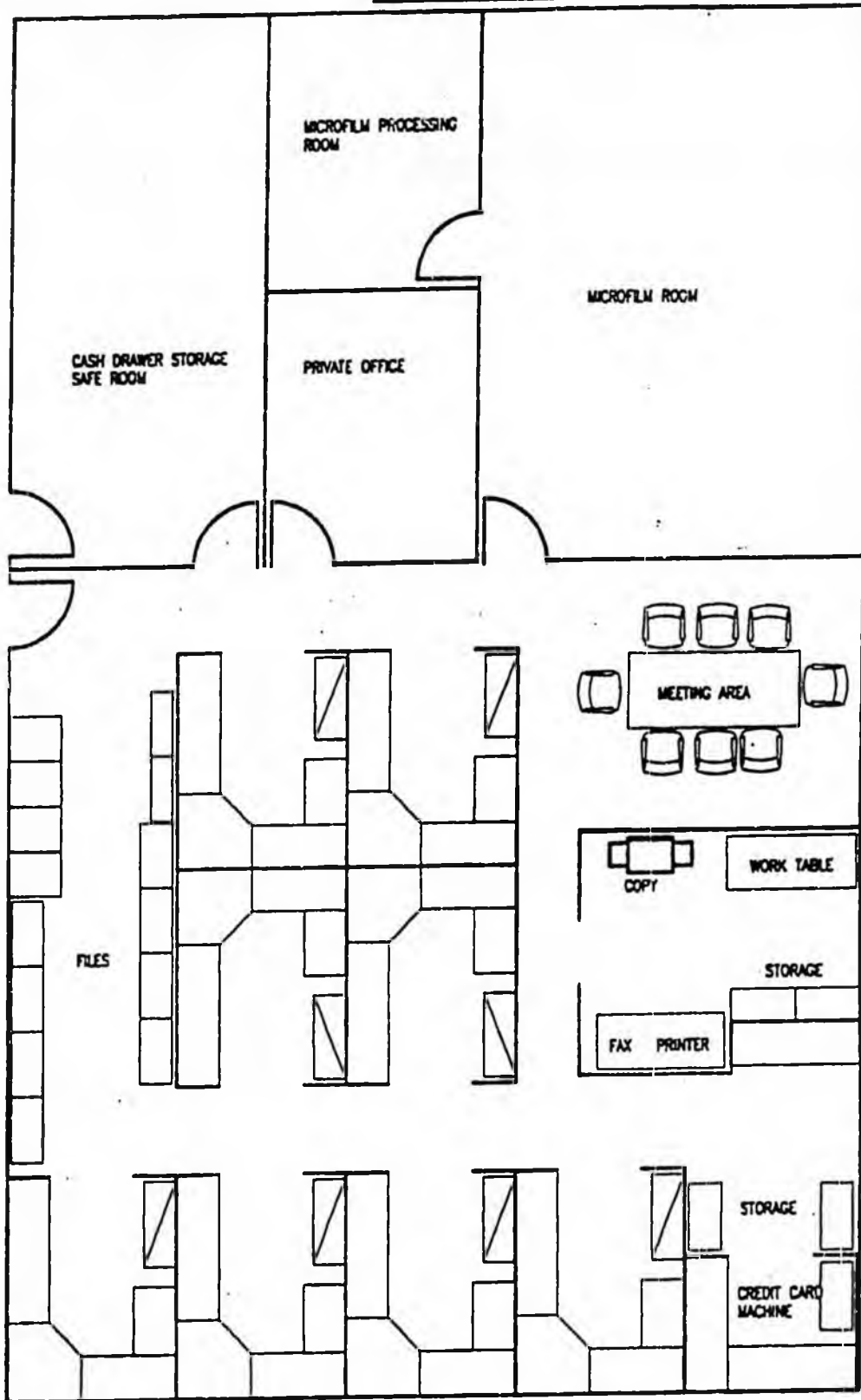
ATTACHMENT A



1 DRIVER IMPROVEMENT (1700 S.F.)
SCALE: 1/8" = 1'-0" (8' X 6' WORKSTATION)

SUGGESTED SPACEUTILIZATION – Drawing S-2

ATTACHMENT A



1 ACCOUNTING SECTION (2600 S.F.)
SCALE: 1/8" = 1'-0" (8' X 10' WORKSTATION)

SUGGESTED SPACE UTILIZATION – Drawing S-3



STATE OF ALASKA

Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL #1999-0200-1435 AMENDMENT #1

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 – 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #1 ISSUE DATE: *September 29, 2000*

RFP CLOSING DATE & TIME: *October 20, 2000, 3:00 p.m.*

LOCATION: *550 West Seventh Avenue, Suite 601, Anchorage, Alaska*

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Include this "IMPORTANT NOTICE": If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.
2. Include Attachment B, an adjacency diagram, as part of the RFP.

This amendment consists of Five (5) pages. A signed copy of this amendment does not need to be returned to the issuing office.

Loretta Delk, C.P.M., Contracting Mgr.

RFP 1999-0200-1435, Amendment #1

Page 1

3. SECTION 2 BUILDING REQUIREMENTS, Paragraph 5 is deleted in its entirety and replaced with the following Paragraph 5.

5. FLOOR COVERING: All floors shall be covered with carpet except for the floors in the break room, coffee areas, locker rooms, public and employee restrooms and microfilm room, which shall be resilient flooring or ceramic tile. Floors in the PUBLIC SERVICE SECTION and public accessed corridors and hallways, or routes leading to Public Restrooms and all other SECTIONS accessed by the public will be subject to extra heavy duty foot traffic and will vary from the carpet requirements of other areas. The offeror should consider color and pattern of this carpet in relation to soil hiding capabilities in addition to the other performance characteristics required. Carpet 1 and Carpet 2 shall be of coordinating appearance and colorways.

Carpet 1 – This carpet shall be located in the PUBLIC SERVICE SECTION and in public accessed corridors and hallways, or routes leading to Public Restrooms and all other SECTIONS. The carpet shall be new, commercial grade, multicolor, multilevel loop rated for extra heavy duty traffic. Carpet shall have built-in static control (less than 3.5 KV) and shall be non-allergenic. Carpet shall be constructed of 100% branded type 6, 6 nylon with a minimum face weight of 26 ounces and a minimum density of 7,000. Carpet shall be minimum 12 gauge. Carpet shall be vinyl or PCV backed goods 6 ft. wide broadloom or modular installed per manufacturer's recommendations.

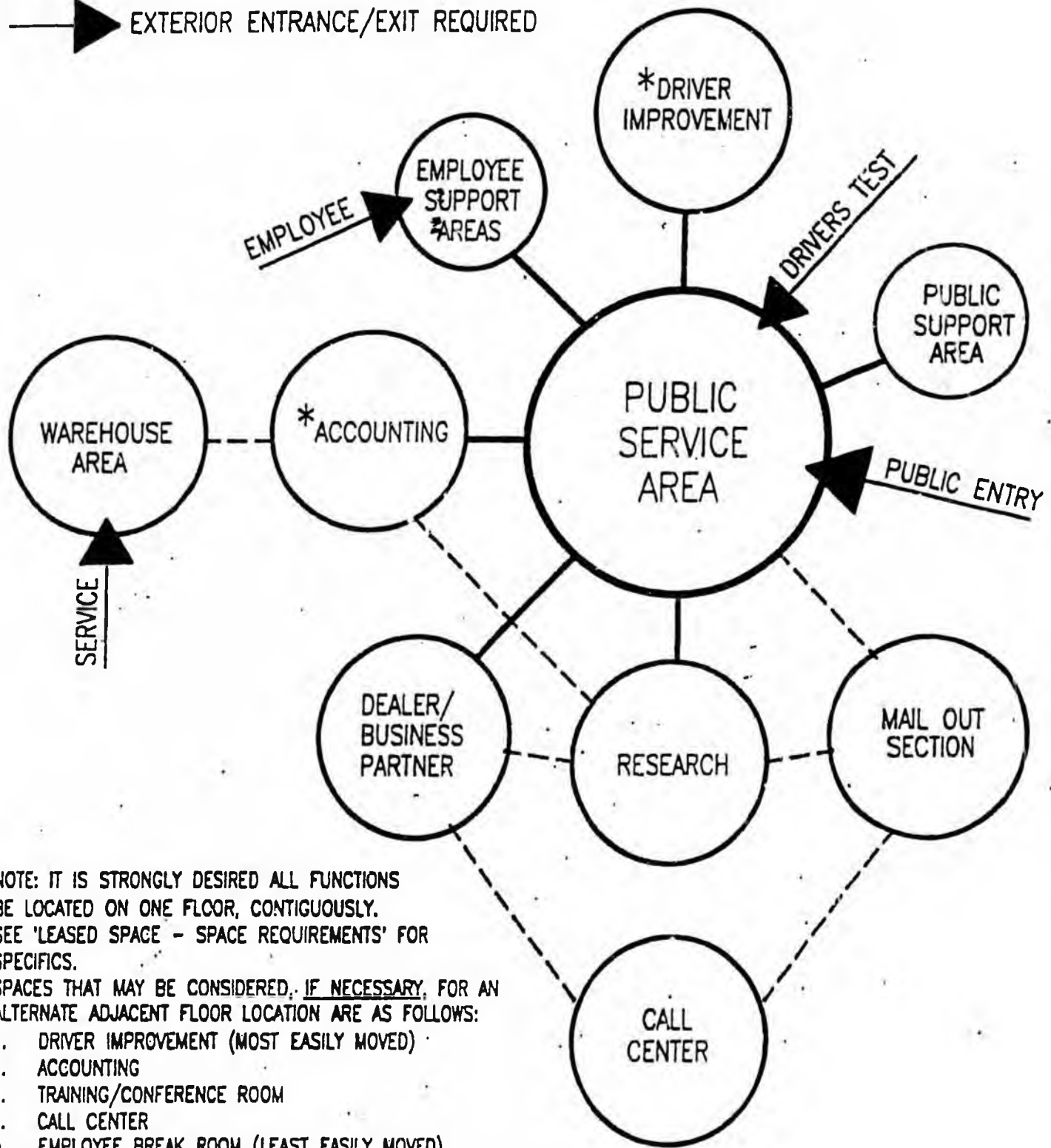
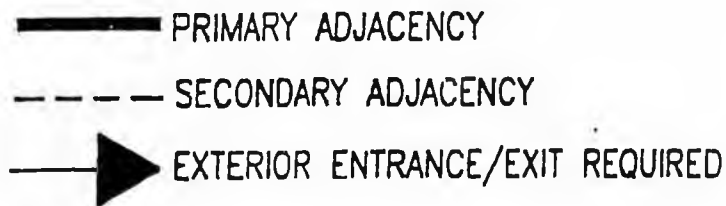
Carpet 2 – This carpet shall be located in all areas not listed above. The carpet shall be new, commercial grade, multicolor, multilevel loop rated for heavy duty traffic. Carpet shall have built-in static control (less than 3.5 KV) and shall be non-allergenic. Carpet shall be constructed of 100% branded type 6, 6 nylon with a minimum face weight of 28 ounces and a minimum density of 6,000. Carpet shall be minimum 10 gauge installed per manufacturer's recommendations.

Ceramic Tile – This shall be porcelain tile rated for heavy commercial use and comply with ADA standards. Tiles shall be a minimum size of 8" x 8".

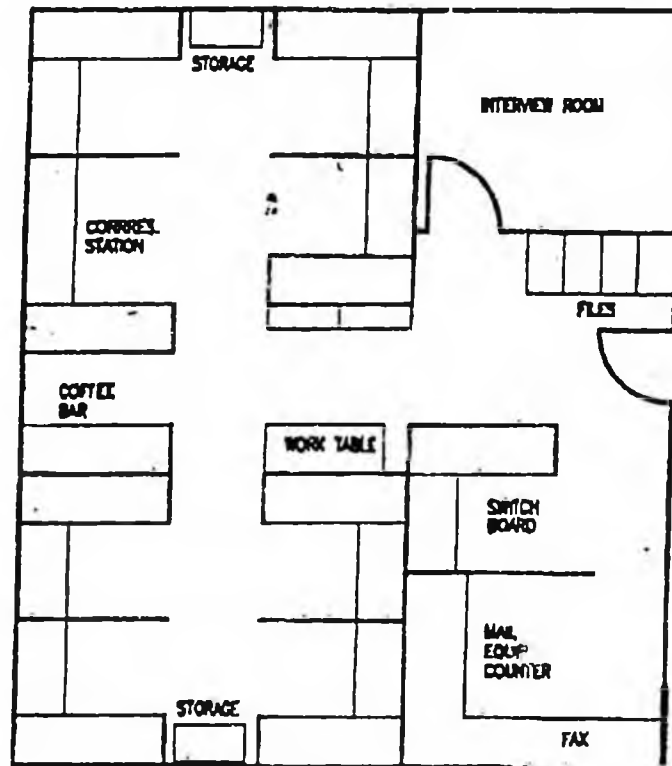
Resilient Flooring – This flooring shall be new, commercial quality. Sheet good shall have heat welded seams. VCT shall be through pattern construction containing recycled vinyl. Linoleum shall be marbelized sheet or tile goods. Construction shall be primarily of natural materials consisting of linseed oil, wood flour and rosin binders mixed and calendered onto natural jute backing or polyglass backing for tiles, 1/10" gauge.

Colors – Colors for all flooring shall be chosen by the State. Offeror shall provide the manufacturers full color selection for choice by the State for each floor covering.

4. Include Attachment C, two (2) pages of drawings giving an example of a Dealer/Business Section layout and a Mail Out Section layout.

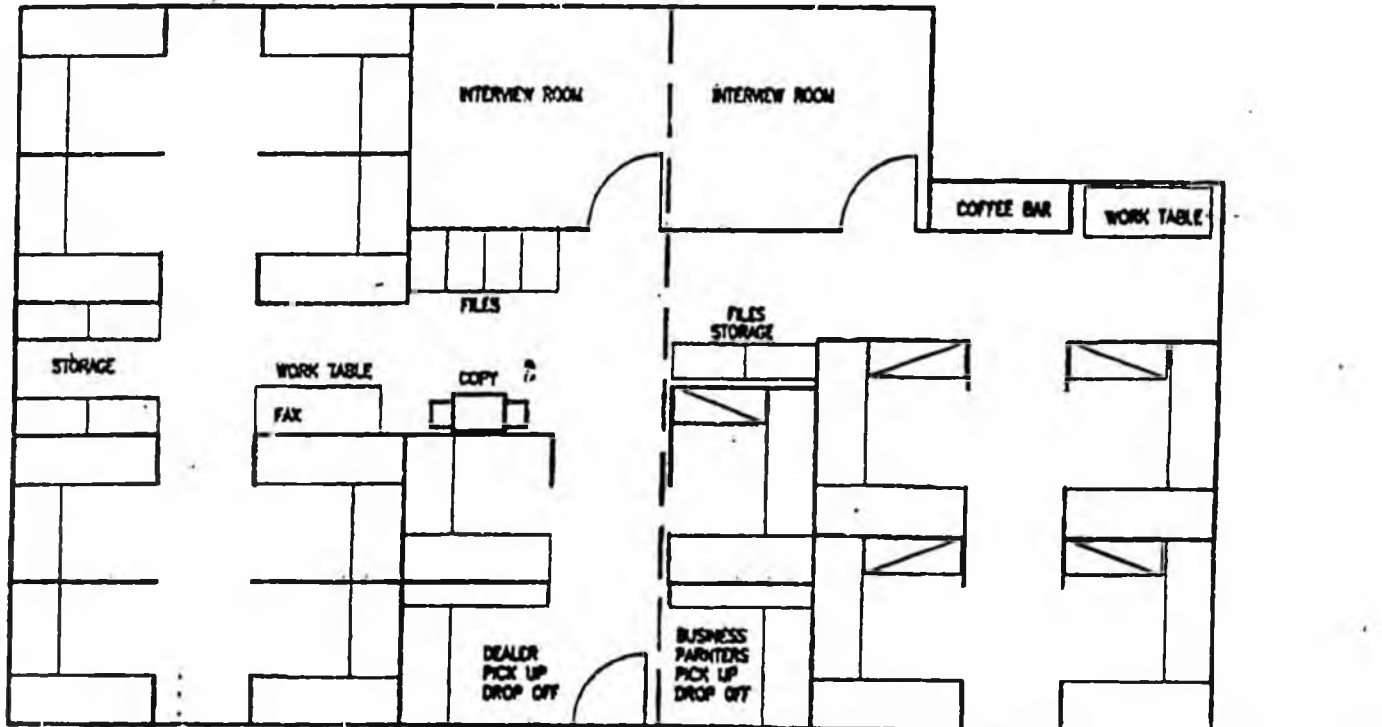


* NOTE: IT IS STRONGLY DESIRED ALL FUNCTIONS BE LOCATED ON ONE FLOOR, CONTIGUOUSLY. SEE 'LEASED SPACE - SPACE REQUIREMENTS' FOR SPECIFICS.
SPACES THAT MAY BE CONSIDERED, IF NECESSARY, FOR AN ALTERNATE ADJACENT FLOOR LOCATION ARE AS FOLLOWS:
1. DRIVER IMPROVEMENT (MOST EASILY MOVED)
2. ACCOUNTING
3. TRAINING/CONFERENCE ROOM
4. CALL CENTER
5. EMPLOYEE BREAK ROOM (LEAST EASILY MOVED)



1 MAIL OUT SECTION (825 S.F.)
SCALE: 1/8" = 1'-0" (6' X 6' WORKSTATION)

ATTACHMENT C
 RFP 1999-0200-1435, Amendment #1



TYP. DEALER (800 S.F.)
 6' X 6' WORKSTATION, TYP.

BUSINESS PARTNERS (COMBINED W/ DEALER 600 S.F.)
 6' X 8' WORKSTATION, TYP.

① DEALER/BUSINESS PARTNERS (1400 S.F.)
 SCALE: 1/8" = 1'-0"

**State of Alaska
Department of Administration
Division of General Services
550 W 7th Avenue Suite 601
Anchorage, Alaska 99501**

FIRST

CLASS

MAIL

IMPORTANT: AMENDMENT TO REQUEST FOR PROPOSAL



STATE OF ALASKA
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL #1999-0200-1435
AMENDMENT #2

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 – 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #2 ISSUE DATE: *October 4, 2000*

RFP CLOSING DATE & TIME: October 25, 2000, 3:00 p.m.

LOCATION: *550 West Seventh Avenue, Suite 601, Anchorage, Alaska*

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read: Wednesday, October 25, 2000, 3:00 p.m.
2. Inform offerors that there is no requirement for an emergency standby generator.
3. Delete the tile size requirement for any ceramic tile offered, under the FLOOR COVERING paragraph in Amendment #1.
4. Delete linoleum as a resilient floor option, under the FLOOR COVERING paragraph.

5. Add the following Daily Service requirements to SECTION 1 - LEASE PROVISIONS paragraph #43:

Clean and wet mop all hard surface flooring or resilient flooring in all parts of the PUBLIC SERVICE SECTION, all common areas, entryways, elevator lobbies and corridors.

Spot clean and remove all spots and stains on carpet throughout the leased space.

6. Inform offerors that any vinyl wall covering provided shall be a minimum of type II.
7. Inform offerors that colors, patterns and type of flooring should hide soiling and heavy traffic patterns.
8. Inform offerors that the Lessor must provide aggressive floor maintenance and close monitoring of all flooring in the PUBLIC SERVICE SECTION, including but not limited to daily spot cleaning, vacuuming and shampooing.
9. Inform offerors that there are no additional floor load requirements, besides those listed in the original RFP.
10. Inform offerors that separate public restrooms are not required for DMV customers.
11. Inform and clarify to offerors that the "public occupant load" listed in SECTION 2-BUILDING REQUIREMENTS paragraph #16, PUBLIC RESTROOMS, is the estimated walk-in customers using the DMV facility per hour. It is the Offerors' responsibility to assure adequate fixture counts to accommodate occupant load and meet all applicable codes for their facilities.
12. Inform offerors that the maximum number of customers queued in line at any given time should not exceed 75.
13. Inform offerors that the State will provide connection to the WAN. No special or additional cabling/conduit is required for the WAN.
14. Inform offerors that Kodak microfilm supplies are non-hazardous materials with no special storage, disposal or handling requirements. Current storage is 8-10 cases of film.
15. Inform offerors that the State has no preferred manufacturer for furniture in the PUBLIC SERVICE SECTION.
16. Inform offerors that as-built drawings may be in AutoCAD Release, 14 or Release 2000 or other format approved by the State.
17. Delete SECTION 1- LEASE PROVISIONS paragraph 38 INSURANCE REQUIREMENTS and replace it with the following paragraph 38:

38. INSURANCE REQUIREMENTS: Without limiting Lessor's indemnification, Lessor shall purchase insurance at its own expense and maintain it in force at all times during the performance of services under this lease the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Lessor's policy contains higher limits, the State will be entitled to coverage to the extent of such higher limits.

38.1 Proof of insurance is required for worker's compensation insurance. The Lessor shall provide and maintain, for all employees of the Lessor engaged in work under this lease, Worker's Compensation Insurance as required by AS 23.30.045. The Lessor will be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this lease. This coverage must include a waiver of subrogation against the State of Alaska.

38.2 Proof of insurance is required for commercial general liability insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable. The State of Alaska shall be named as additional insured.

38.3 Proof of insurance is required for commercial automobile liability insurance with coverage for all owned, hired and non-owned vehicles with coverage limits not less than \$500,000 combined single limit per occurrence. The State of Alaska shall be named as additional insured.

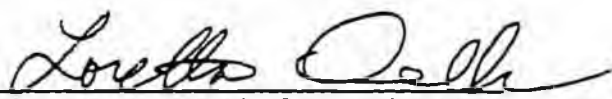
38.4 Proof of insurance is required for property insurance, which covers the building in which the lease space is located, on a policy of all risk (including quake and flood) coverage insurance in an amount equal to the full replacement value of the building. Policy shall waive rights of subrogation against the State of Alaska.

38.5 All insurance required under this Lease shall: (1) be issued by insurance companies authorized to do business in the State of Alaska with a rating of A/X or better as rated in the most recent edition of Best's Insurance Reports; (2) be issued as a primary coverage to any insurance coverage or self insurance program carried by the State of Alaska; and (3) contain an endorsement and provide a Certificate(s) of Insurance requiring thirty (30) days' prior written notice from the insurance company to the State's Contracting Officer before cancellation, nonrenewal or material change in the coverage, scope, or amount of any policy.

18. Inform offerors that the State has no preference regarding location or type of HVAC units provided to meet the requirements of the Lease.

Add the following paragraph FORCE MAJEURE: (Impossibility to perform) The contractor is not liable for the consequences of any failure to perform, or default in performing, any of its obligations under this agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of and without the fault or negligence of the contractor. For the purposes of this agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

A signed copy of this amendment must accompany the Offer or be returned to the issuing office prior to the time set for closing. This is a three (3) page amendment.


Loretta Delk, C.P.M., Contracting Mgr.

Company Submitting Bid

Authorized Signature



STATE OF ALASKA
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

**REQUEST FOR PROPOSAL #1999-0200-1435
AMENDMENT #3**

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 – 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #3 ISSUE DATE: *October 10, 2000*

RFP CLOSING DATE & TIME: Wednesday, November 1, 2000, 3:00 p.m.

LOCATION: *550 West Seventh Avenue, Suite 601, Anchorage, Alaska*

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read as indicated above.
2. Change SECTION 1, paragraph 3 LEASE TERMINATION DATE to read: April 30, 2010.
3. Change SECTION 1, paragraph 4 INITIAL TERM OF LEASE to read: Approximately 9 years.
4. Change SECTION 1, paragraph 5 RENEWAL, first sentence to read: The State shall have the sole option to renew the lease for three (3) additional three (3) year periods.
5. Remove the PRICE OFFER PAGE and replace with the PRICE OFFER PAGE AMENDED, attached.

A signed copy of this amendment must accompany the Offer or be returned to the issuing office prior to the time set for closing. This is a three (3) page amendment.


Loretta Delk, C.P.M., Contracting Mgr.

Company Submitting Offer

Authorized Signature

**State of Alaska
Department of Administration
Division of General Services
550 W 7th Avenue Suite 601
Anchorage, Alaska 99501**

**FIRST
CLASS
MAIL**

IMPORTANT: AMENDMENT TO REQUEST FOR PROPOSAL



STATE OF ALASKA

Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL #1999-0200-1435 AMENDMENT #4

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 – 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #4 ISSUE DATE: October 31, 2000

RFP CLOSING DATE & TIME: Wednesday, November 8, 2000, 3:00 p.m.
LOCATION: 550 West Seventh Avenue, Suite 601, Anchorage, Alaska
OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read as indicated above.
2. Indicate that the State agrees to wave the requirement for paving of on-site parking and motor cycle and parallel parking test areas prior to occupancy. All parking and test areas must be paved on or before June 10, 2001.

This is a one (1) page amendment.

A handwritten signature in cursive script that reads "Loretta Delk".

Loretta Delk, C.P.M.
Contracting Manager



**STATE OF ALASKA
AMENDMENT TO LEASE**

This indenture, to be known as **Amendment Number Seven (7)** to the existing lease entered into on the 12th Day of April, 1994, and first recorded at Bristol Bay Recording District in Book 42, Page 118, between

*CHOGGIUNG LIMITED
POST OFFICE BOX 330
DILLINGHAM, AK 99576*

hereinafter called the Lessor, and

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION - 02
550 WEST 7TH AVENUE, SUITE 601
ANCHORAGE, ALASKA 99501**

hereinafter called the lessee, covering:

Approximately 630 square feet of office space in a building located at Lots Five (5), Seven (7) and Eight (8), Block Seventeen (17), U.S. Survey 2732 A & B, TOWNSITE OF DILLINGHAM, Records of the Bristol Bay Recording District, Third Judicial District, State of Alaska.

THIS AMENDMENT SHALL

Terminate this lease effective November 30, 2000. Space now under lease 2281.

All other terms and conditions of the lease remain the same.

Lessee: STATE OF ALASKA

By: *Ben R. Milam*
BEN R. MILAM, C.P.M.
Contracting Officer

Date: November 1, 2000

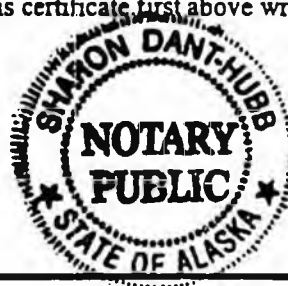
**ACKNOWLEDGMENT BY LESSEE: STATE OF ALASKA
STATE OF ALASKA
CITY OF ANCHORAGE**

This is to certify that on this 1st day of November 2000, before me a Notary Public in and for the State of Alaska duly commissioned and sworn, personally appeared Ben R. Milam, C.P.M., to me known and known by me to be the person described in the executed instruments set forth above as an agent of the Division of General Services of the State of Alaska and that this person has been authorized by the State of Alaska to execute the foregoing lease amendment on behalf of said State of Alaska and that this person executed the same freely and voluntarily as the free act and deed of the State of Alaska.

WITNESS my hand and official seal the day and year this certificate first above written.

Sharon Dant-Hubb

Sharon Dant-Hubb
Notary Public for Alaska
My Commission Expires: October 20, 2002
Residing at: Anchorage, Alaska



STATE OF ALASKA

TONY KNOWLES, GOVERNOR

DEPARTMENT OF ADMINISTRATION

DIVISION OF GENERAL SERVICES

LEASING SECTION

550 WEST SEVENTH AVE. STE. 601

ANCHORAGE, ALASKA 99501-3553

PHONE: (907)269-0301

FAX: (907)269-0308

December 1, 2000

NOTICE OF INTENT TO AWARD

This is notice of the State's intent to award a contract to North Star Ventures for Request for Proposal (RFP) #1999-0200-1435, Lease of Office, Public Service and Warehouse Space in Anchorage for the Division of Motor Vehicles, in accordance with 2 AAC 12.310.

In accordance with AS 36.30.560, an offeror who wishes to protest this Notice of Intent must file the protest, with the Contracting Officer listed below, within ten (10) calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day.

A company or person who proceeds prior to receiving a contract or other form of notice of final award does so without a contract and at their own risk.

Attached is a spreadsheet indicating point scoring and price offer information.



Loretta Delk, C.P.M.
Contracting Officer

Received: _____
Signature

_____ Date

Evaluation Summary Form
Request for Proposal

#1900-0200-1435

Offeror Name	Points Eval 1	Points Eval 2	Points 3	Points 4	Points 5	AK Bld. Pts	Price	Total
Blomfield	25	36	24	20	28	10	15	158
Boniface	10	15	20	11	15	0	15	86
Hickel	22	24	25	20	25	10	16	142
North Star	41	40	34	44	42	10	35	246
WD Corp.	17	20	18	16	20	10	12	113

RFP Price	RFP Price	5% AK Pref. Price
Blomfield	\$ 4,743,000.00	\$4,505,850.00
Boniface	\$ 4,549,508.64	\$4,549,508.64
Hickel	\$ 4,588,704.00	\$4,359,268.80
North Star	\$ 2,089,800.00	\$1,985,310.00
WD Corp.	\$ 5,940,000.00	\$5,643,000.00

Monthly Price	1st 108/MO	Reduce 108/ MO
Blomfield	\$143,916.67	(\$100,000.00)
Boniface	\$50,466.68	(\$8,341.60)
Hickel	\$77,028.00	(\$34,540.00)
North Star	\$87,075.00	(\$67,725.00)
WD Corp.	\$55,000.00	\$0.00

State of Alaska

Division of Motor Vehicles

Solicitation # 1999-0200-1435

Post-It® Fax Note	7671	Date	1-25	# of pages	28
To	Jack G.	From			
Co./Dept.		Co.			
Phone #		Phone #			
Fax #	465-2191	Fax #			

Offer by:
North Star Ventures

ORIGINAL

RFP OFFEROR CONFERENCE

conference will be held on SEPTEMBER 22, 2000 AT 9:00 AM AT 550 WEST SEVENTH AVENUE, SUITE 602, ANCHORAGE, AK. The purpose of this conference will be to read through portions of this Request For Proposals (RFP) and provide a forum for questions.

The space obtained through this RFP will provide the main customer service facility for the Division of Motor Vehicles in Anchorage. The layout of the space, ease of access, visibility of the facility & available parking area will affect the quality of service. It is important that all prospective offerors attend this conference.

PROPOSERS WITH DISABILITIES

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the Division of General Services at one of the numbers listed on the front page no later than September 20, 2000, to make any necessary arrangements.

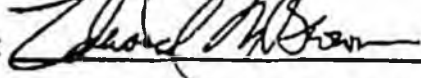
SIGNATURE PAGE

This Request For Proposal has been released for publication by the Contracting Officer whose signature appears below. The Contracting Officer is an agent of the State of Alaska and is authorized to commit the State to any contract or lease which may arise from the publication of this Request For Proposal.


Loretta Delk, C.P.M., Contracting Officer

By signature on this page the Offeror certifies that it is complying with all terms and conditions set out in this Request For Proposal.

COMPANY SUBMITTING OFFER: North Star Ventures

AUTHORIZED SIGNATURE: 

PRINTED NAME: Edward M. Brown

DATE: 11-08-00 PHONE #: 907.272.2600 FAX #: 907.272.5430

ASKA BUSINESS LICENSE #: 37402

TAX ID #: 92-0106497

sorters. All walls adjoining the main facility shall be sound insulated. Provide an STC rating of 45. Sealed concrete floors shall be provided in this area.

28.12 SPACE OFFERED: Offerors should enter numbers on the following blank spaces.

TOTAL NET USABLE SQ. FT. OFFERED FOR OFFICE AND
PUBLIC AREAS: 17,316

TOTAL NET USABLE SQ. FT. OFFERED FOR WAREHOUSE
SPACE: 2,707.3

END OF SECTION 2.

SECTION 3 – PROPOSAL TERMS AND AWARD PROVISIONS

1. AUTHORITY: This Request For Proposal is written in accordance with AS 36.30 and 2AAC 12.
2. DEFINITION OF OFFEROR: The Offeror, as referenced under AS 36.30.200(e), AS 36.30.250, or AS 36.30.170(b), is the entity who will be bound to perform under the lease that results from this Request For Proposal. An agent who is authorized by the Offeror to act on their behalf may submit an offer for the Offeror, but cannot be considered as the Offeror. If an agent is submitting an offer on behalf of an Offeror, evidence must be provided upon request that the agent's authority is in effect on the Request For Proposal closing date. Acceptable evidence includes a notarized letter signed by the owner or a principal of the owner authorizing the agent to bind the owner to the offer. Retroactive evidence of authorization of agency on behalf of the Offeror is not acceptable.
3. REQUEST FOR PROPOSAL REVIEW ~~Error! Bookmark not defined.~~: Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the Contracting Officer at least ten (10) days before the date set for Request For Proposal closing. This will allow time for an amendment to be issued, if one is required. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made.

Do not put the Request For Proposal number and closing date on the envelope of a request for information. Envelopes with the Request For Proposal number annotated on the outside will not be opened until after the scheduled closing date. Offeror's written comments should be sent to the Contracting Officer at: 550 West 7th Avenue, Suite 601
Anchorage, Alaska 99501

All questions must be directed to the Contracting Officer at the Anchorage office of the Division of General Services, Department of Administration at phone (907) 269-0301, fax: (907) 269-0308 or TDD at (907) 269-0312.

visible and aesthetically pleasing signage; additional parking lot lights; access which exceeds ADA requirements of this Request For Proposal such as automatic opening doors; ease of access to road testing area from within the space (for example, direct access to road testing from waiting area); and functional floor plan layouts that enhance productivity or efficiency). 25 points maximum.

C. Appearance and Indoor Environment: Evaluation of enhancements which exceed the minimum requirements of the specifications: additional parking lot lights); Ceiling heights a minimum of 10 ft. high and indirect lighting in some of the public service areas is better. A lower ceiling (soffitted area) over the public service counter and information counter with direct lighting is better. Landscaping to provide relief from large paved areas is better. Covered parking is better. Fire protection above minimum requirements is better (for example, electronic fire alarm with voice provided in addition to the minimum requirements); natural light (for example, window area in addition to the minimum requirements); location near other public services such as post office, restaurants and shopping. 10 points maximum

D. Public Convenience: Evaluation of public access by vehicle (for example, on a major road; ease of access to the building from a major road or highway, traffic lights and crosswalks and pedestrian access); bus stop location and convenience, proximity or location in a major traffic pattern, location near other public services such as post office, restaurants and shopping; large density of business or commercial population nearby is desirable; larger number of automobiles passing by during week days is desired; special easily read or additional signage is more desirable; availability of landmarks known to general population to direct customers to location is desirable. 20 points maximum.

E. Qualification As An Alaska Bidder: If the Offeror qualifies as an Alaska bidder the Offeror will be granted 10 points. If not qualified as an Alaska Bidder the Offeror shall receive no points for this evaluation factor. 2AAC 12.260 (e).

ADDITIONAL OFFEROR INFORMATION: The following information should be submitted with the offer.

Location of building: New Construction (CORNER of Spenard and Benson)
3002 Spenard Road
Anchorage, AK 99503

Recordable legal description (include lot, block, townsite, plat and/or U.S. Survey number and recording district): T13N R4W Sec 25 S2N2SE4NW4NE4 & T 13N R4W Sec. 25
N2N2SE4NW4NE4

Is property encumbered by a mortgage, lien or any other financial obligation? [] YES [x] NO

Is the space [] owned by the Offeror or No
[] leased by the Offeror from the building owner? No

Owned by a party other than the Offeror, list that party's name and address: Robert L. Bratrud
POB 845
Redondo Beach, CA
Owned by a party other than the Offeror, list Offeror's relationship to the owner: Accepted 90277
offer to
purchase property.

In the Offeror: Sole Proprietorship; Corporation; Partnership; Joint Venture;
 LC; LLP; other? If "other", list the nature of the Offeror's business organization:

If owned by a party other than the Offeror, list that party's name and address: No.

ADDITIONAL PRICE INFORMATION: A price should be indicated for each of the following items. The prices will not have an affect on award. At the State's sole discretion, the prices will be used for tenant improvements or demolition required for a period of six (6) months from the date of full occupancy. By signature on the Request for Proposal, the Offeror certifies that to the best of the Offeror's knowledge and belief, the data submitted is accurate, complete and current as of the closing date of the proposal and will continue to be accurate and complete for six (6) months from the date of full occupancy. In accordance with AS 36.30.420, the State may audit the books and records of the Offeror to the extent the books and records relate to the cost or pricing data.

	<u>New Construction</u>	<u>Demolition</u>
FULL HEIGHT PARTITIONS (Price per lineal foot)	<u>60.00</u>	<u>10.00</u>
	650.00	90.00
INTERIOR DOORS (Complete with framing and door hardware, price per each)	<u> </u>	<u> </u>
TELEPHONE/COMPUTER OUTLET (Installed and operational, price each)	<u>155.00</u>	<u>30.00</u>
ELECTRICAL 2-PLEX OUTLET (Installed and operational, price each)	<u>125.00</u>	<u>30.00</u>
STANDARD CEILING LIGHT FIXTURE: (Installed and operational, price each)	<u>225.00</u>	<u>30.00</u>

ADD INTERIOR HVAC ZONE (Complete with thermostats, mixing box, diffuser, heating, wiring, installation, energized.

Price per each zone added: \$ 5,927.00

ADD SPRINKLER HEAD
 Price per each Installed and operational: \$ 182.00

END OF SECTION 3.

State of Alaska

Division of Motor
Vehicles

Solicitation # 1999-0200-1435

Offer by:

North Star Ventures

RFP 1999-0200-1435

ARCHITECTS SUMMARY

A site was carefully chosen to give optimum visibility to this important public building. Like a bow of a ship, the entrance is prominently announced and together with the clerestory acts as a lantern for the building. Our lantern works extremely well in both daylight and nightfall. During the day, natural light floods into the public areas of the building at the center of the plan, which is distant from the perimeter windows. At night, the lantern acts as a beacon, and in a region that experiences early nightfall during the winter season, this becomes an important location marker. Our building offers the Division of Motor Vehicles a major civic presence in the community.

BUILDING FEATURES

- 1 **COSTS:** All requirements of the Request For Proposal shall be furnished within the rent price offered.

- 2 **LOCATION:** The building, built to Division of Motor Vehicles (DMV) specifications, will be highly visible and easily accessible. Located between Minnesota Drive and Spenard Road on Benson Boulevard. The property is located between the Major East and West arteries within the Midtown Boundaries, an easily locatable position for clientele throughout the state. Benson and Northern Lights Boulevards are well-constructed 4 lane surfaces, at this location, and will provide excellent access and regress. The community will also be pleased to be able to use the public transportation system for conducting business at the DMV. There are 2 bus stops located within 300 feet of the building.

There are a variety of businesses including two grocery stores, tire store, mechanical shops, several recreation equipment outlets, and numerous variety stores within walking distance. Restaurants in the immediate vicinity vary from every ethnic variety to all of the popular fast foods. A sheltered bus stop is within 300 feet of the site on Benson and another is located on the Spenard Road entrance adjacent to the site. The Spenard Post Office is two blocks away on Minnesota and Northern Lights.

- 3 **TYPE OF BUILDING:** The steel and concrete structure proposed, is designed and built specifically to fulfill the needs of the Division of Motor Vehicles by a development team responsible for many of the highest quality office buildings in Anchorage. The free span steel frame provides flexibility for future use changes and expansion. The linear design of glass and smooth steel panels accented with a floating clerestory roof distinctly define this modern single use building.

Approximately 100 parking spaces will be available to the public. An additional 75 spaces are reserved for employee parking. Handicap parking will be located near the entrance. Pedestrian traffic may use the bus stops.

4. **WINDOW COVERING:** All outside windows shall be equipped with 1" mini-blinds of good commercial quality and appearance. All interior relites shall be equipped with 1" mini-blinds.

5. **FLOOR COVERING:** Ceramic tile flooring will be used in the customer lobby and bathrooms. 28oz. Commercial grade carpet in the offices. Sheet vinyl flooring in the break room and locker room.

6. **FLOOR LOAD:** All floors shall be concrete designed for 125lbs/ft floor loading.

7. **ACOUSTICAL REQUIREMENTS:** Offices and similar spaces shall be furnished with acoustic ceiling tiles and sound absorbing materials in the walls to restrict noise overflow. The office floors will be carpeted.

8. **PARTITIONS:** All partitions will be floor to ceiling. The wall finish in the bathrooms shall be ceramic tile, and the offices are painted smooth finished drywall.
9. **PAINTING:** All interior painted surfaces shall have a minimum of two coats paint; Interior latex on walls and semi-gloss enamel on woodwork and metal.
10. **DOOR HARDWARE:** All doors shall be solid core wood, steel jambs and equipped complete with all necessary hardware.
11. **NATURAL LIGHT:** Direct natural light through windows, will be provided in offices and all areas designated as workstation/office space. There will be 15 % of window area relative to the overall office, workstation, and circulation floor space area. The clerestory windows in the public service area increase the ratio another 50% of the requirement. All private offices and hearing rooms that do not have a window will have a reliefe, approx. 24" W x 36" H.
12. **ELEVATORS:** No elevators are necessary in this single story building. Building meets or exceeds all ADA accessibility requirements.
13. **SIGNS:** The Lessor will provide a lighted sign to identify the presence of the Division of Motor Vehicles adjacent to the entrance of the parking lot. The address will be plainly marked on the sign and the building. Interior signs will be furnished to provide information critical to the efficient processing of customers. The restrooms will also be identified with signs.
14. **CASEWORK:** The Lessor will provide and install all casework, at no additional cost to the State as specified.
 - 14.1 All casework will be of commercial grade high pressure laminate construction.
 - 14.2 All cabinets and casework will be manufactured to the standard of the Architectural Woodwork Institute. All laminates shall comply with NEMA standards. Hardware will be adequate for heavy commercial use. Drawer slides will be of a minimum load rating of 75#. Hinges are adjustable all steel construction, fully concealed and self-closing. Wall standards and brackets shall be heavy weight, Knappe and Vogt #87 standards with #187 brackets, or equal to be determined by the State. Provide adequate blocking to support heavy loads for wall cabinets and shelves.
 - 14.3 All colors shall be determined by the State from manufactures standard colors.
15. **DRINKING WATER:** Drinking water will be provided at a public drinking fountains adjacent to the test waiting area and break room.
16. **PUBLIC RESTROOMS:** Separate facilities for men and women shall be provided in compliance with all applicable codes. The facilities will be designed to support a public occupant load of 200. Each toilet room will have a privacy arrangement; hot and cold running water; mirrors; soap, sanitary tissue, seat covers paper towel dispensers, deodorizers and appropriate ventilation will be provided. Additionally, sanitary napkin dispensers and disposals in the women's restrooms. A baby changing station shall be provided in the restrooms in accordance with any State or Municipal codes. Exhaust systems will be provided for the toilet rooms.

17 **ELECTRICAL NARRATIVE:** Electrical design requirements have been reviewed for each electrical system. The contractor for this project shall provide all material and labor necessary for a complete and operable system. The drawings will be partly diagrammatic and do not show specific locations unless dimensioned. Coordinate the entire installation with all other trades. All electrical work will comply with the 1999 National Electric Code, the 1997 Uniform Building Code, the 1997 Uniform Mechanical Code, and the Uniform Fire Code. The Contractor guarantees all work executed under this contract to be free from defects of materials and workmanship shall be repaired and replaced to the satisfaction of the Owner during the warranty period. All materials to be new and unused, and be installed in strict accordance with the manufacturer's instructions and the best practice of the craft. The criteria and requirements for each space will be fulfilled as described in this narrative.

17.1 Power Distribution: There will be an electrical power underground service to the building that is designed to supply the leased space area. The size and configuration of the Service Entrance Equipment will be adequate to meet the demands of the building.

17.2 Lighting: Recessed parabolic louver interior lighting with 48" T8 fluorescent lamps and RFI interference electronic ballast's will be installed in all DMV leased spaces. Switching inboard and outboard lamps separately will provide two levels of lighting while dimming light fixtures will be installed in the conference and hearing rooms. Design will provide certain light fixtures in the corridors to be designated as non-switched night-lights for pathway lighting. Battery operated emergency twin headed light fixtures will be installed in all pathway areas for emergency lighting upon any power failure.

17.2.1 The number of fixtures required to obtain the specified illumination levels in all areas as specified in the lease space requirements for this facility will be incorporated in this design. All lighting fixtures in the leased space area will be new to ensure each space meets the foot-candle criteria. Parabolic lens will be installed on all recessed lighting fixtures to control light glare problems in lieu of a flat prismatic lens. Electronic ballast will be installed that meets FCC rules/regulations Part 18, 15J for EMI/RFI specifications. Computer generated lighting levels are attached to indicate maintained foot-candle levels in different types of spaces as per criteria.

17.3 Electrical Outlets: Interior power systems for each designated area will conform to the RFP's criteria. Duplex receptacles under a single plate and one each data/voice jacks under a single plate. Data/voice raceway will be provided from a flush box in the wall with conduit stubbed into the plenum ceiling above. Power is provided for a coffee maker, microwave above the counter with power for an under counter refrigerator, together with all special power receptacles require by the lease space criteria. Design will provide a maximum of six 20 amp, 120-volt duplex receptacles connected to any 20-amp branch circuit.

17.3.1 Clocks: The Lessor will provide a separate 110V receptacle for each clock location so that the clock covers the outlet when installed.

17.4 Documentation: The Lessor will post an as-built floor plan at each circuit breaker panel.

18. **TELEVISION CABLE:** The Lessor will provide coaxial television cable, cable outlets and 1 10V duplex electrical receptacles in the PUBLIC SERVICE WAITING AREA to connect two (2) television mounted from the ceiling, at the ends of the main public walling lines to a VCR located behind the Public Service Counter or in one of the Interview Rooms.

19. WEB CAM: The Lessor will provide a 11 OV duplex outlet and a regular network (ethernet) cable and outlets for a web cam as specified in the Leased space requirements.
20. SECURITY SYSTEM: A intrusion alarm system will be provided to protect the perimeter of the DMV leased space. This system shall be provided with battery backup for operation during a power outage and an auto voice/pager dialer for connection to a remote monitoring system. The secure storage will be equipment with a card key access system. Glass break sensors will be provided on each perimeter ground floor window and arm/disarm device control keypad with system status display will be provided in the lobby.
21. VOICE AND DATA CABLING: Telephone/computer equipment room will house DMV computer equipment such as LAN concentrators, patch panel racks, punch-down blocks, switches, controllers, LAN servers, trunk cables, routers, gateways, modems, and all other related equipment that are brought to a central control area from all external areas. The installation, both cable and hardware, will conform the following standards: BICSI Telecommunications Distribution Methods Manual, TIA/EIA 568A, TIA/EIA TSB 67, TIA/EIA 569, 606, and 607. All cabling will be Category 5E. Cables will be hung on "J" hooks located on four-foot centers when concealed in the "drop" ceiling. All other cabling will be installed in a raceway system.
- 21.1 The data system will be provided between the ground bus in the computer equipment rack to the nearest available ground source in the building and the power panel serving the receptacle system. An equipment ground conductor will be provided in the entire new power/lighting raceway systems as per the city's local adopted code for grounding.
- EQUIPMENT RACKS (DATA): The Lessor will provide and install equipment racks to meet the Leased space requirements.
22. MECHANICAL NARRATIVE: This mechanical system will be planned, designed, and constructed specifically to comply with the leased space requirements.
- 22.1 Products- All plumbing, heating, ventilation, and air conditioning systems will be of construction, with new equipment and material. All current applicable codes and standards will be complied with; including those referenced in this solicitation. Certification from licensed professional mechanical engineer of compliance with this solicitation will be provided to the contracting officer prior to occupancy. Air and Water balancing will be performed, along with calibrations of controls, to ensure proper system operation.
- 22.2 Fire Protection- The building will be fully sprinkled in compliance with NFPA-13. The sprinkler system will provide full coverage for the new space configuration. System testing and certification is included.
- 22.3 Heating - A hot water boiler will furnish hot water to a radiant floor heating system, the premier technology in heating comfort. Thermostats and control valves provide a state of the art and balanced system. The gas furnace section of the packaged units will fire as needed to maintain supply air temperatures when outside air temperatures are low. Air and heating systems will be designed for N.C. levels below the maximum indicated levels.
- 22.4 Ventilation- Six packaged fan/furnace/air conditioners will be provided to introduce the required outside air and filtered circulation air. The roof top units will be hid from view by where the parapet was.
- 22.5 Cooling - Mechanical air conditioning will be provided to comply with the indoor space temperature requirements.

- 22.6 HVAC Control Zones - Each space will be designed to have the specified outside air and circulated air exchange rates.

Computer/Telephone Equipment Room: A separate air conditioner with humidifier will serve this space. The equipment will be remote mounted with ducted air to avoid electrical interference. Filtration to maintain low dust levels (Zone 4 or better) will be provided.

22A. PLUMBING

22A.1 All of the requested plumbing fixtures will be provided. Fixtures to be included are: separate ADA restrooms, public water cooler (refrigerated), break room sink and floor drains with trap primers.

22A.2 No-lead copper hot and cold-water piping will be used with a hot water recirculation system provided for semi-instantaneous hot water at lavatories and sinks.

22A.3 A gas fired hot water heater with ample capacity for system demands will be provided.

22A.4 Water closets are equipped with lever handles flush valves. Lavatories will also have lever handle valves (meet ADA). All fixtures and accessories are to be commercial grade.

23A.1 ON SITE PARKING: On-site parking for 100 customers adjacent to the main entrance shall be provided on level, well drained pavement. There will be 75 parking spaces marked "For State Employee Use" within 700 feet of the DMV Employee Entrance. Lighting will double the minimum requirements for foot candles established by the municipality across 80% of the parking lot.

23A.2 LANDSCAPING: Cotoneaster hedge on north edge of parking lot adjacent to Benson Boulevard and along the western edge of the property. The hedge will also extend to the western and southern sides of the testing area. Weeping Birch, Paper Birch, and May Day trees will be spaced throughout the hedge and allow views of the building signage.

On the south side picnic area there will be paving, picnic tables, and planters. The planters will provide seasonal interest near the employee entrance with hardy plant materials (and annuals as needed.) Fragrant, hardy roses and lilacs with an under planting of daffodil, bergenia, iris lilies, and other attractive perennials suitable for the site will be installed and maintained for the enjoyment of employees.

Plantings compatible with snow removal specifications and location will also be installed between the sidewalk and building. A mix of trees will be installed in other locations to the north and east as a visual barrier to neighboring structures.

24 BUS STOP: A sheltered bus stop is located within 300 feet of the site on Benson Blvd. And on Spenard Road adjacent to the Spenard Road entrance to the property.

25 MOTOR CYCLE AND PARALLEL PARKING TEST AREA: A level, well drained, well lighted, paved area approx. 150' x 165' for motorcycle and parallel parking testing will be provided marked for State use only.

26 TYPE AND AMOUNT OF SPACE: All space shall be located in one (1) building on one level.

27 NET USABLE AREA:

PROGRAMMED SPACE	PROGRAM AREA	ACTUAL AREA
PUBLIC SERVICE SECTION		
Public service counter and Waiting Area	3500	3700
Vending Area	42	42
Testing Area	300	300
Manager's office and Interview Rooms		
Manager's Office	120	120.58
Three Interview Rooms	300	296.07
Road Test Waiting Area	300	300
Road Tester's Equipment Room	100	100.44
DRIVER IMPROVEMENT SECTION		
Open Office Area	1250	1450.21
Three Hearing Rooms	450	461.28
RESEARCH SECTION		
ACCOUNTING SECTION		
Open Office Area	1480	1446.22
Conference/Meeting Area	150	159.41
Private Office	120	109.08
Cash Drawer Storage/Safe Room	300	270.54
Microfilm Room	430	320.00
Microfilm Processing Room	120	148.66
DEALER SECTION		
Open Office Area	700	813.45
Interview Room	100	97.60
BUSINESS PARTNER SECTION		
Open Office Area	500	531.97
Interview Room	100	97.60
MAIL OUT SECTION		
Open Office Area	725	808.21
Interview Room	100	97.60
CALL CENTER SECTION		
Open Office Area	700	896
Interview Room	100	102.15
EMPLOYEE SUPPORT SECTION		
Employee Locker Room	300	263.68
Employee Break Room	400	391.78
Training/Conference Room	450	368.57
Telephone/Computer Equipment Room	120	122.61
EMPLOYEE RESTROOMS		
WAREHOUSE		
Secured Central Supply Area	2500	2421.75
Mailing Equipment Room	300	285.59
Sub Total Programmed Area	17277	17,316
Circulation		2,034
TOTAL AREA	17277	19,350

28 CONFIGURATION: See "Floor Plan" and "Square Footages" pages for layout.

BUILDING OPERATIONS SUMMARY

The building and grounds will be practical and efficient to maintain and operate for years to come. The glass and smooth steel cladding are easy to clean and maintain. The silver wall panel will maintain it's gloss for a guaranteed ten years and in practical manners for decades. The in floor heating system has been time tested in Europe for decades and the air conditioning and ventilation system has a 30 year life. The carpets are of the highest quality. The tile in the lobby over a concrete floor will last for decades. Daily maintenance will assure a new look for years. Heated sidewalks and walk off entry grating will assure that all will be done to lessen the impact of snow and ice inside the building and outside and minimize walk off mat use. The parking lot is designed for easy snow removal and drain to the planting areas. Hardy Alaska tested vegetation will be planted in bio-filtration swales in a way to protect them from snow plows.

DEVELOPER / CONTRACTORS SUMMARY

In summary, we have met all of the requirements listed in the request for proposal. The cost is competitive over the term plus options, while offering a functional tailored facility, designed to maximize customer convenience and worker productivity. The developer / contractor has twenty-five years of experience providing state of the art quality buildings on time for the public and private markets.

The up front pay down of the development allows for a lower overall cost to taxpayers for the long term. The quick pay off of the mortgage means that less interest is paid, so less rent is charged for the long term. The highest quality materials and construction pay in the long run and assure a long term, efficiently operated facility that users are more willing to frequent.

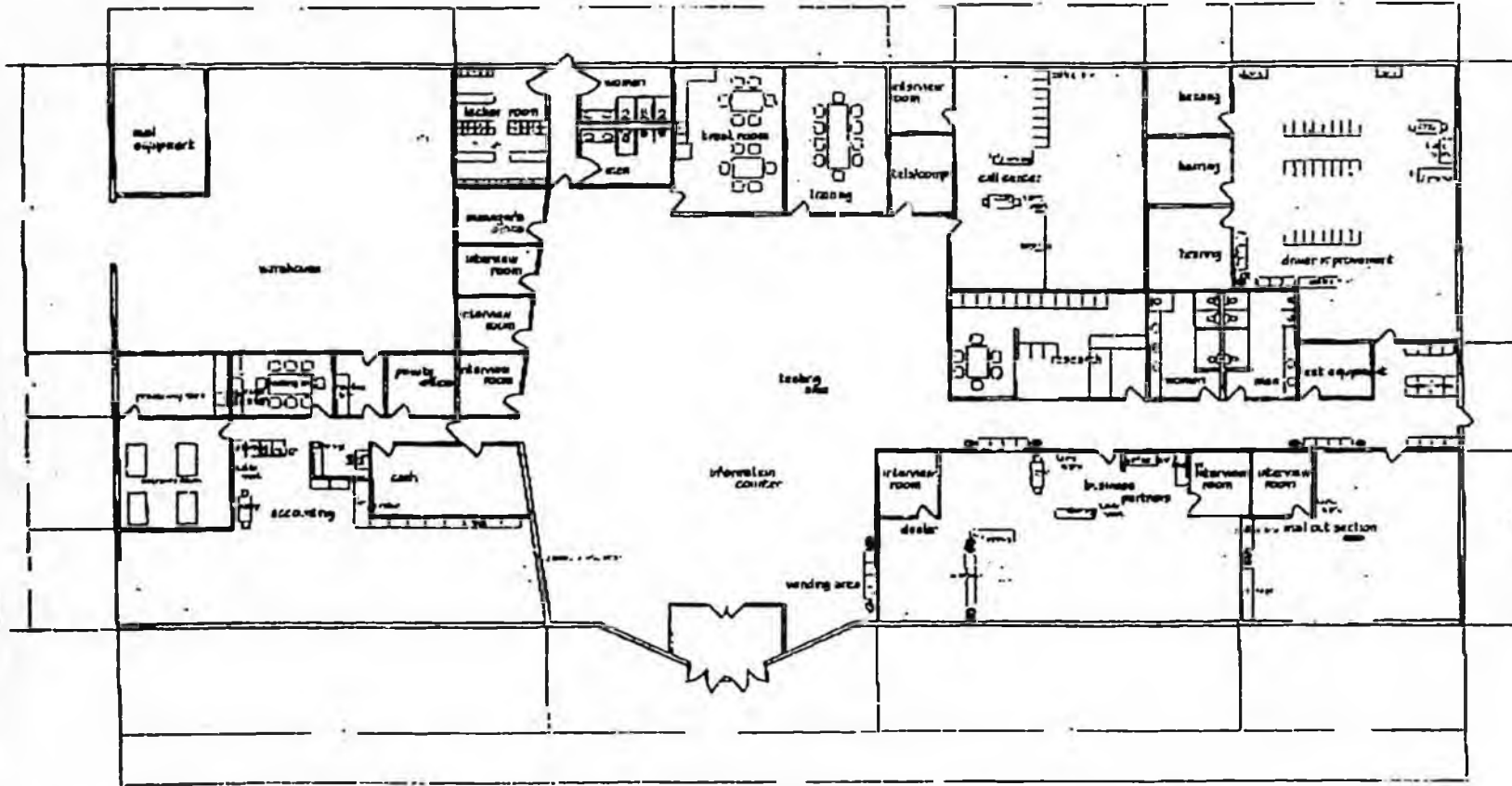
The design program of the facility is centered on efficient customer service. All functions radiate from the central public space. A wide hallway leads to specific public use areas and the outdoor testing area. While the customer waits, comfort increases under an open-air eighteen-foot high clerestory roof. Sit-down waiting areas are roomy and comfortable. The large open workspaces created by a free span steel frame provide flexibility for interior re-arrangement or expansion. A soffit ceiling over the service work counters is added to define the space and provide task lighting. Signs designate locations of the various rooms accessible from the grand hallway. The workers are provided with an environment conducive to high production, efficiency, and good morale. The heating and cooling system is state of the art. In floor radiant heating is soothing under foot, even, and efficient. The glass-encased lobby designates the entrance. Ground level, well-lit building, and parking lot, and an automatic door at the entrance assures convenience and equal access. Excess land and a rented steel building on site allow for expansion of facility, parking, or both.

The sleek exterior appearance speaks with classic lines. The materials used on the interior will follow the quality projects brought on line over the years by the developer. Nine and ten-foot high ceilings throughout highlighted by the eighteen-foot lobby ceiling provide a spacious environment. Clerestory windows supplement the floor level windows that exceed window requirements by 100%. No employee or customer is cut-off from natural light. The occupant safety of the building is the highest standard. Voice enhanced fire alarms are provided.

A premier area horticulturist has designed a landscape arrangement to complement the building and sight with hardy functional plants. The municipal landscape area requirements will be exceeded. Trees and hedges will border the parking lot to break up huge expanses of blacktop. A picnic area on the south side of the building will be provided adjacent to the employee parking and entrance.

The building site is a superior location being centrally located in Anchorage and easily accessible by major traffic patterns. The Aurora Village shopping center and Northern Lights Mall are immediately adjacent to the site. Small shops surround the property on Benson, Spenard, Northern Lights and Minnesota Blvd. There is no limit to restaurant options within walking distance. The Post office is close. Within walking distance there are three major banks, gas stations, and multiple grocery/convenience stores with ATM's. The property is on the highest east west automobile corridor and half a block away

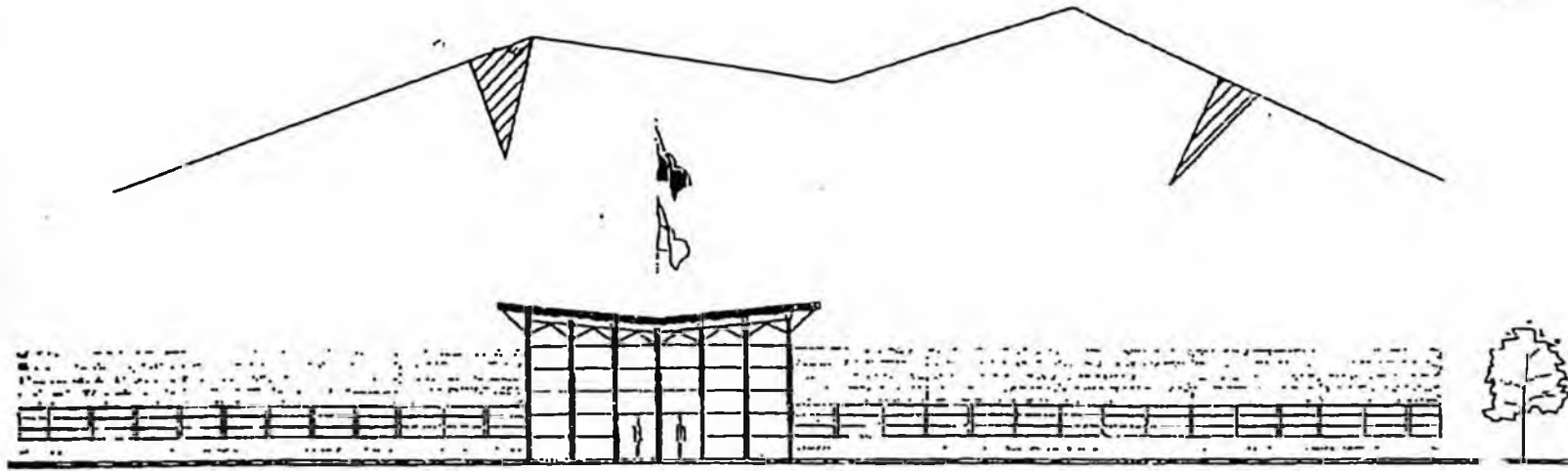
from the second highest north south corridor in Midtown. Access to the facility is within a ten minutes drive from Downtown, South Anchorage, Turnagain, and the Airport. Access to east Anchorage is a direct route on Northern Lights Blvd. There are four bus routes at the Spenard / Benson location serviced every thirty minutes.



Division of Motor Vehicles
NORTH STAR VENTURES

PLAN VIEW

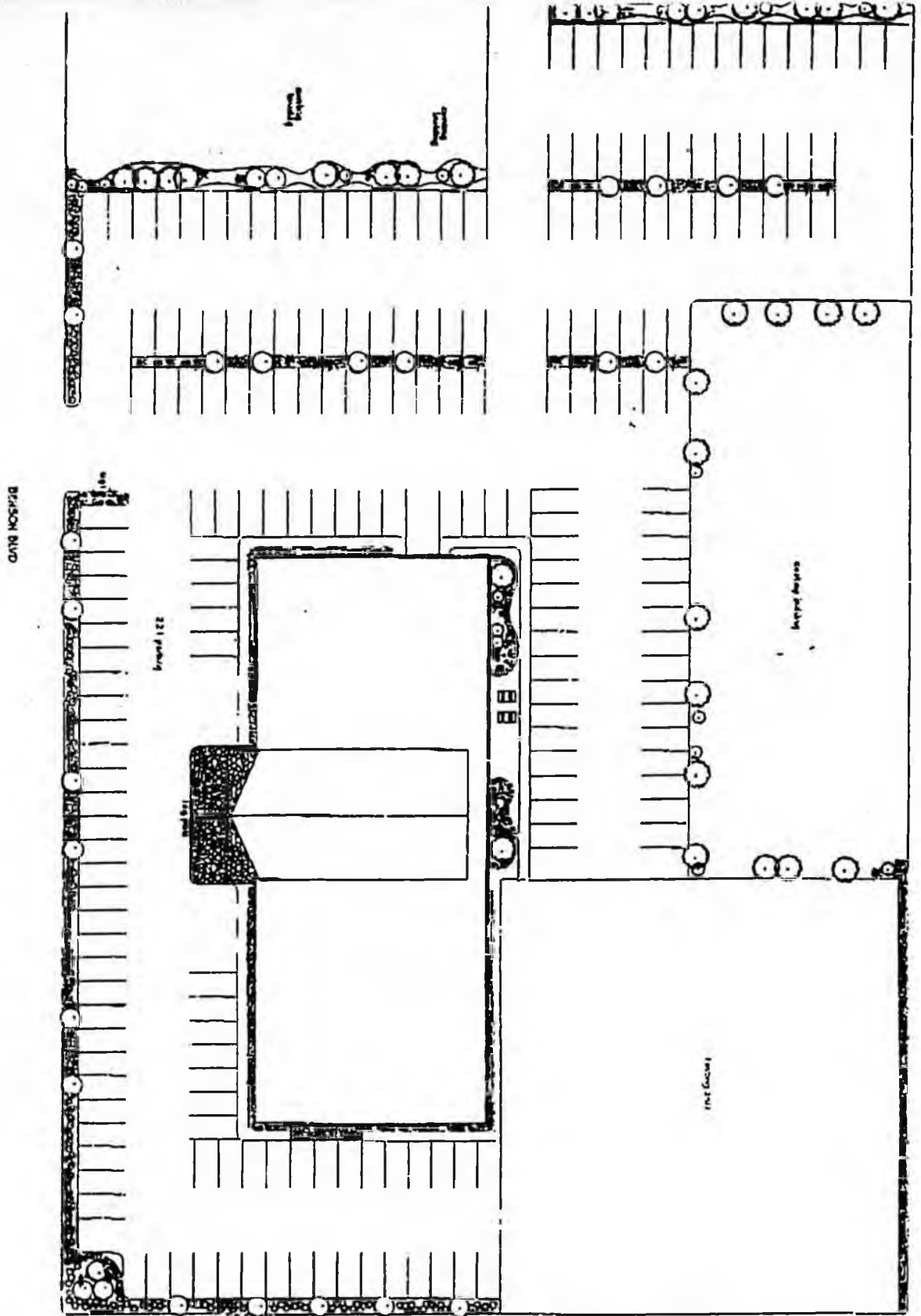
SCALE: 1" = 20' DATE: 10/2000



SOUTH ELEVATION

SCALE: 1"=20' DATE: 10/2000

Division of Motor Vehicles
NORTH STAR VENTURES



SITE PLAN
 SCALE: 1"=10' DATE: 1/2/00

Division of Motor Vehicles
 NORTH STAR VENTURES

CERTIFICATION OF ENTITLEMENT TO THE ALASKA BIDDER PREFERENCE

I am the Offeror or a duly authorized agent of the Offeror and I certify that the Offeror is entitled to the Alaska Bidder Preference. I know and understand that the Alaska Bidder Preference provides for substantial benefits which could be favorable to the Offeror and which could affect the award of this Request For Proposal to the Offeror's benefit.

1. I am aware that falsely claiming the Alaska Bidder Preference is a violation of the State of Alaska Procurement Code (A.S. 36.30) and may be cause for felony prosecution and conviction.

I offer the following evidence or statements in support of my Certification of Entitlement to the Alaska Bidder Preference.

1. As of the closing date of this Request For Proposal, the Offeror holds a valid Alaska business license in one of the following forms:
 - (a) a canceled check for the business license fee;
 - (b) a copy of a business license application with a receipt date stamp from the State's business license office;
 - (c) a receipt from the State's business license office for the license fee;
 - (d) the Offeror's valid business license certificate;
 - (e) a sworn notarized affidavit that the Offeror has applied and paid for a business license.
2. The Offeror is submitting its offer under the name as appearing on the Offeror's current Alaska business license.
3. The Offeror has maintained a place of business within the State of Alaska staffed by the Offeror or an employee of the Offeror for a period of six (6) months immediately preceding the closing date of the Request For Proposal.
4. The Offeror is incorporated or qualified to do business under the laws of the State, is a sole proprietorship, and the proprietor is a resident of the State, is a limited liability company organized under AS 10.50 and all members are residents of the State, or is a partnership under AS 32.05 or AS 32.11 and all partners are residents of the State; and,
5. If a joint venture, is composed entirely of venturers that qualify under (1) through (4) of this certification.



Signature of Offeror or Offeror's Authorized Agent
North Star Ventures, Edward M. Brown

Printed Name

11-07-00

Date

Alaska Business License Application

State of Alaska
 Department of Community and
 Economic Development
 Business Licensing Program
 P.O. Box 110806
 Anchorage, AK 99511-0806
 Telephone: (907) 465-2550

RECEIVED

NOV 01 2000

DIVISION OF
 OCCUPATIONAL LICENSING
 ANCHORAGE

DEPARTMENT USE ONLY	
Rec. _____	Initials: _____
BUS \$ <u>50</u>	TOB \$ _____
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Renewal
OL: <input type="checkbox"/> Verified	TOB Sign Sent _____
Corp: <input type="checkbox"/> Card Sent	on: _____
License No. <u>37403</u>	
Issued _____	By: _____

Sign your application and return it to the address above with a check or money order. **These fees are nonrefundable.** Make checks payable to: State of Alaska.

Standard Business License Fee (Without Tobacco Endorsement) \$50
 Business License Fee Including Tobacco Sales Endorsement \$75

Once your application is complete, the license will be issued for the remaining period of the year in which you applied, and all of the following calendar year.

Business Name NORTH STAR VENTURES
 Mailing Address 1408 W. 31ST AVENUE
 City ANCHORAGE State AK ZIP Code 99503
 Physical Address _____
 City _____ State _____ ZIP Code _____
 Telephone Number 758-7582 (Do not use dashes or spaces in the phone number.)

LINE OF BUSINESS: (choose one 2-digit Line of Business from the code list enclosed) 53

ACTIVITIES: (identify the 4-digit or 6-digit activity code within the Line of Business that best describe your primary, and Secondary - if any - business activity)

PRIMARY Activity 5311 SECONDARY Activity _____

If a permit and/or professional license is required, list the type of license, name of license holder, license number, and position in the business. _____

Does this business export a product or service to a foreign country? Yes No

DO YOU SELL TOBACCO PRODUCTS AS A RETAILER? Yes No If YES, your business license must have a tobacco endorsement. The tobacco endorsement fee is \$25.00 in ADDITION to the \$50.00 business license fee.

Business is: (check one)

Corporation, or Limited Liability Company (LLC) EIN: _____
 Corporation Name: _____

Sole Proprietorship (one individual owner) SSN: _____
 Sole Proprietor's Name (first, middle initial, last): _____

Partnership, Limited Liability Partnership (LLP), or Limited Partnership (LP)
 (Please provide the social security number of the primary partner and names of the first two partners. If there are more than 2 partners, please attach a complete list of partner names.)

Partner 1: CHARLENE BROWN SSN: 574-22-6023

Partner 2: BOONY SOA, DEBORAH HINCHY, EDUARDO BROWN

This application must be signed and dated by the natural person completing this application on behalf of the business and state the person's title or position in the business.

I declare, under penalty of perjury, that this application is true and complete.

[Signature] CHARLENE BROWN PARTNER 11/1/00
 Signature Printed Name Title Date

ALASKA DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT
P.O. BOX 110806, JUNEAU, AK 99811-0806

ALASKA BUSINESS LICENSE

is to certify that the licensee named below holds an Alaska Business License covering the period January 1 through
ember 31 of the license year(s), or fraction thereof.

BL 37402	SIC 8300
NORTH STAR VENTURES	
BROWN, D.; BROWN, E.; BROWN, C.; SOSA	
1401 W 31ST AVE	
ANCHORAGE	AK 99503
EFFECTIVE 18-NOV-97	

LICENSE YEAR(S)

EXPIRES 31-DEC-99

This license shall not be taken as permission to do
business in the state without having complied with
the other requirements of the laws of the State of
Alaska or of the United States.

COMMISSIONER OF COMMERCE AND
ECONOMIC DEVELOPMENT

This license must be posted in a conspicuous place at the location.
It is not transferable or assignable.



STATE OF ALASKA
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL #1999-0200-1435
AMENDMENT #4

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 - 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,400 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #4 ISSUE DATE: October 31, 2000

RFP CLOSING DATE & TIME: Wednesday, November 8, 2000, 3:00 p.m.

LOCATION: 550 West Seventh Avenue, Suite 601, Anchorage, Alaska

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read as indicated above.
2. Indicate that the State agrees to waive the requirement for paving of on-site parking and motor cycle and parallel parking test areas prior to occupancy. All parking and test areas must be paved on or before June 10, 2001.

This is a one (1) page amendment.

Handwritten signature of Loretta Delk in cursive.

Loretta Delk, C.P.M.
Contracting Manager



STATE OF ALASKA
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL # 1999-0200-1435
AMENDMENT #3

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 - 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #3 ISSUE DATE: *October 10, 2000*

RFP CLOSING DATE & TIME: Wednesday, November 1, 2000, 3:00 p.m.

LOCATION: *550 West Seventh Avenue, Suite 601, Anchorage, Alaska*

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.


THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read as indicated above.
2. Change SECTION 1, paragraph 3 LEASE TERMINATION DATE to read: April 30, 2010.
3. Change SECTION 1, paragraph 4 INITIAL TERM OF LEASE to read: Approximately 9 years.
4. Change SECTION 1, paragraph 5 RENEWAL, first sentence to read: The State shall have the sole option to renew the lease for three (3) additional three (3) year periods.
5. Remove the PRICE OFFER PAGE and replace with the PRICE OFFER PAGE AMENDED, attached.

A signed copy of this amendment must accompany the Offer or be returned to the Issuing office prior to the time set for closing. This is a three (3) page amendment.


Loretta Deik, C.P.M., Contracting Mgr.

North Star Ventures
Company Submitting Offer


Authorized Signature
Edward M. Brown



STATE OF ALASKA
Division of General Services
550 West Seventh Ave., Suite 601
Anchorage, AK 99501

REQUEST FOR PROPOSAL #1999-0200-1435
AMENDMENT #2

TITLE AND PURPOSE OF RFP: LEASE OF APPROXIMATELY 15,000 - 16,000 SQ. FT. OF NET USABLE OFFICE AND PUBLIC SERVICE SPACE AND APPROXIMATELY 2,800 SQ. FT. OF NET USABLE WAREHOUSE SPACE, LOCATED IN ANCHORAGE FOR THE DIVISION OF MOTOR VEHICLES.

AMENDMENT #2 ISSUE DATE: *October 4, 2000*

RFP CLOSING DATE & TIME: *October 25, 2000, 3:00 p.m.*

LOCATION: *550 West Seventh Avenue, Suite 601, Anchorage, Alaska*

OFFERS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL NOT BE CONSIDERED.

ALL QUESTIONS AND CORRESPONDENCE REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO LORETTA DELK, C.P.M., AT THE ADDRESS ABOVE OR BY CALLING 269-0301, FAX 269-0308 OR TDD 269-0312.

THIS AMENDMENT IS WRITTEN TO:

1. Change the RFP closing date and time to read: **Wednesday, October 25, 2000, 3:00 p.m.**
2. Inform offerors that there is no requirement for an emergency standby generator.
3. Delete the tile size requirement for any ceramic tile offered, under the FLOOR COVERING paragraph in Amendment #1.
4. Delete linoleum as a resilient floor option, under the FLOOR COVERING paragraph.

**State of Alaska
Department of Administration
Division of General Services
550 W 7th Avenue Suite 601
Anchorage, Alaska 99501**

**FIRST
CLASS
MAIL**

IMPORTANT: AMENDMENT TO REQUEST FCR PROPOSAL

5. Add the following Daily Service requirements to SECTION 1 - LEASE PROVISIONS paragraph #43:

Clean and wet mop all hard surface flooring or resilient flooring in all parts of the PUBLIC SERVICE SECTION, all common areas, entryways, elevator lobbies and corridors.

Spot clean and remove all spots and stains on carpet throughout the leased space.

6. Inform offerors that any vinyl wall covering provided shall be a minimum of type II.
7. Inform offerors that colors, patterns and type of flooring should hide soiling and heavy traffic patterns.
8. Inform offerors that the Lessor must provide aggressive floor maintenance and close monitoring of all flooring in the PUBLIC SERVICE SECTION, including but not limited to daily spot cleaning, vacuuming and shampooing.
9. Inform offerors that there are no additional floor load requirements, besides those listed in the original RFP.
10. Inform offerors that separate public restrooms are not required for DMV customers.
11. Inform and clarify to offerors that the "public occupant load" listed in SECTION 2-BUILDING REQUIREMENTS paragraph #16, PUBLIC RESTROOMS, is the estimated walk-in customers using the DMV facility per hour. It is the Offerors' responsibility to assure adequate fixture counts to accommodate occupant load and meet all applicable codes for their facilities.
12. Inform offerors that the maximum number of customers queued in line at any given time should not exceed 75.
13. Inform offerors that the State will provide connection to the WAN. No special or additional cabling/conduit is required for the WAN.
14. Inform offerors that Kodak microfilm supplies are non-hazardous materials with no special storage, disposal or handling requirements. Current storage is 8-10 cases of film.
15. Inform offerors that the State has no preferred manufacturer for furniture in the PUBLIC SERVICE SECTION.
16. Inform offerors that as-built drawings may be in AutoCAD Release, 14 or Release 2000 or other format approved by the State.
17. Delete SECTION 1- LEASE PROVISIONS paragraph 38 INSURANCE REQUIREMENTS and replace it with the following paragraph 38:

38. INSURANCE REQUIREMENTS: Without limiting Lessor's indemnification, Lessor shall purchase insurance at its own expense and maintain it in force at all times during the performance of services under this lease the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Lessor's policy contains higher limits, the State will be entitled to coverage to the extent of such higher limits.

38.1 Proof of insurance is required for worker's compensation insurance. The Lessor shall provide and maintain, for all employees of the Lessor engaged in work under this lease, Worker's Compensation Insurance as required by AS 23.30.045. The Lessor will be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this lease. This coverage must include a waiver of subrogation against the State of Alaska.

38.2 Proof of insurance is required for commercial general liability insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable. The State of Alaska shall be named as additional insured.

38.3 Proof of insurance is required for commercial automobile liability insurance with coverage for all owned, hired and non-owned vehicles with coverage limits not less than \$500,000 combined single limit per occurrence. The State of Alaska shall be named as additional insured.

38.4 Proof of insurance is required for property insurance, which covers the building in which the lease space is located, on a policy of all risk (including quake and flood) coverage insurance in an amount equal to the full replacement value of the building. Policy shall waive rights of subrogation against the State of Alaska.

38.5 All insurance required under this Lease shall: (1) be issued by insurance companies authorized to do business in the State of Alaska with a rating of A/X or better as rated in the most recent edition of Best's Insurance Reports; (2) be issued as a primary coverage to any insurance coverage or self insurance program carried by the State of Alaska; and (3) contain an endorsement and provide a Certificate(s) of Insurance requiring thirty (30) days' prior written notice from the insurance company to the State's Contracting Officer before cancellation, nonrenewal or material change in the coverage, scope, or amount of any policy.

18. Inform offerors that the State has no preference regarding location or type of HVAC units provided to meet the requirements of the Lease.

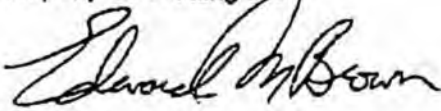
Add the following paragraph FORCE MAJEURE: (Impossibility to perform) The contractor is not liable for the consequences of any failure to perform, or default in performing, any of its obligations under this agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of and without the fault or negligence of the contractor. For the purposes of this agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

A signed copy of this amendment must accompany the Offer or be returned to the issuing office prior to the time set for closing. This is a three (3) page amendment.


Loretta Delk, C.P.M., Contracting Mgr.

North Star Ventures

Company Submitting Bid



Authorized Signature

Edward M. Brown