

**ATTACHMENT A**

AGENCY BUILD OUT SPECIFICATIONS AND MODULAR FURNITURE  
REQUIREMENTS

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

**LEASE 760:0530 – BROWARD MOTORIST SERVICE CENTER**

**SPACE REQUIREMENT CRITERIA/BUILD-OUT SPECIFICATIONS**

**ATTACHMENT A**

Floor plans are to be a joint effort of Departmental staff and the successful proposer. The successful proposer is to provide architectural services by a licensed architect to prepare renovation plans per the 2003 Edition of NFPA 101 (or most current addition). The final floor plan is subject to Department determination and State Fire Marshal review and approval. The proposer to whom the award is made is responsible for paying a State Fire Marshal” plan review fee for review of all building plans of leased spaces for the purpose of complying with the State’s Uniform Fire Safety Standards prior to commencement of construction of any new or renovated space, Four (4) sets of sealed plans must be submitted for the State Fire Marshal approval. The fee for the plans review is calculated by multiplying the replacement construction cost of the building or portion of the building (based on net square footage) to be leased to the state by the constant .0025 with a minimum fee of \$100.00. **To reference illustration of prototype layout, refer to (See Attachment E).**

**1. Offices and Rooms:**

Space to be designed to accommodate the approximate size and number of offices/rooms listed below. **The proposer shall provide to scale drawing of the proposed space defining what internal structure if any are fixed. Include with submittal.**

<b>Approximate number/size</b>		<b>Net SqFt.</b>
<b><u>Personnel Areas</u></b>		
(1)	<u>7</u>	BAR Office not to exceed 135 sq. ft. <u>945</u>
(2)	<u>5</u>	Office not to exceed 100 sq. ft. <u>500</u>
(4)	<u>40</u>	Workstations not to exceed 60 sq. ft. each (38 Workstations) <u>2,400</u>
<b><u>Standard Support Areas</u></b>		
(8)	<u>1</u>	LAN/Telephone Room not to exceed 150 Sq. Ft. <u>150</u>
(9)	<u>3</u>	Storage Rooms(Multiple Rooms) <u>800</u>
(10)	<u>1</u>	Break Room not to exceed 350 sq ft. <u>325</u>
(11)	<u>1</u>	Copy Room not to exceed 150 sq. ft. each <u>150</u>
(12)	<u>1</u>	Conference Room not to exceed 650 sq. ft. <u>650</u>
<b><u>Public Use Space</u></b>		
(14)	<u>1</u>	Waiting Rooms not to exceed 2,560 sq. ft. <u>2,576</u>
(15)	<u>1</u>	ADLTS Station Area not to exceed 100 sq. ft. <u>100</u>
(16)	<u>1</u>	BAR Witness room not to exceed 100 sq. ft. <u>100</u>
(19)	<u>1</u>	DDL Cash Handling room not to exceed 150 sq. ft. <u>150</u>
(19)	<u>1</u>	Public Restroom not to exceed 300 sq. ft. <u>300</u>
(19)	<u>1</u>	Staff Restroom not to exceed 300 sq. ft. <u>300</u>
<b><u>Circulation Space</u></b>		<u>3,134</u>

**TOTAL: 12,589 Sq. Ft.**

Rest Rooms: Must meet the requirements of the Americans with Disabilities Act of 1990 and the requirements of the Accessibility by Handicapped Persons, Section 553.504 (12 – 13), Florida Statutes.

	<u>MEN'S</u>	WOME	<u>N'S</u>
	Public/Staff		Public/Staff
Water Closets	<u>1/2</u>		<u>2/3</u>
Urinals	<u>1/1</u>		-/-
Lavatories W/Mirrors	<u>1/2</u>		<u>1/2</u>

- Provide Electric hand dryers in public restrooms and hand towel dispensers in employee restrooms.
- All toilets shall be commercial grade power flush.
- Ceramic Tile shall be installed on both floors and walls. Wall tile should be installed from floor to ceiling in all public restrooms.
- At least one public and one private restroom must meet the requirements of the accessibility Requirements Manual published by the Department of Community Affairs and the Americans with Disabilities Act of 1990.

**Electric Drinking Fountains: Provide a minimum of (2) fountain(s) adjacent to public rest rooms or lobby areas and (1) fountain adjacent to staff rest rooms.**

**2. Construction:**

- Interior Walls and Ceilings: All interior walls to extend from floor to ceiling and to be such suitable construction to permit confidentiality between staff and clients.
- The ceilings will be Commercial Grade 2' x 4' white drop grid panels. The drop grid will be fire rated and have steel grid work.
- Ceiling heights in all rooms are required to be standard height of 8 feet. Ceiling height in reception, waiting, and conference area shall be a standard height of 10 feet providing energy efficiency is not adversely affected.
- All walls will be 2" X 4" wood or metal studs either of which 16" O. C. All interior walls will be constructed of dry wall.
- Walls that connect with other businesses must extend from floor to roof with fire-retarded drywall.
- All interior doors will be 3-0 solid core or wood. These doors will use commercial grade private locks and 4" brass hinges (three hinges per door). Commercial grade dead bolt locks on all storage and LAN rooms.
- Office and Waiting area to have clear plastic bumper board chair rail 32" high on all walls.
- Driver License supervisor office will have a one-way glass window 4' x 6' located as to view counter and waiting areas from this office. This office will be identified by the agency.
- One (1) ceiling fan shall be located every 300 feet in applicants' waiting and examination areas. Fans to be 52" four or five blades, three speed reversible control, heavy-duty motor craft made, i.e. Hunter or equivalent.

Color to be white. Fans are to be installed as not to interfere with the camera backdrops, which will be 6' from the front edge of the examiner counter.

- Note: Depending on size of the proposed space, the ceiling fan requirement may be modified or omitted by the Department (Bureau of Real Estate Services).
- The staff's lounge shall be equipped with a double stainless steel sink with running water. Sink to be installed in appropriate counter with ample space for a microwave oven, coffee maker, etc. Top and base cabinets to include doors and drawers. Cabinets not to exceed eight feet.

**3. Window Coverings:** All exterior windows shall be tinted with energy saving film and have Venetian or vertical blinds to permit privacy and allow sunlight and energy control. Blind colors to be selected by a Department representative.

**4. Painting:** All Painted surfaces in the facility shall be freshly painted not more than 60 days prior to the commencement of this lease. Paint color samples will be submitted to a Department representative for approval.

- All interior walls should be painted with commercial grade 25 year Semi-Gloss Interior Latex paint. All doors and frames should be painted with commercial grade 25 year Semi-Gloss Enamel paint.
- All painted surfaces shall be repainted once every three years thereafter or upon the request of a Department representative during the term and any renewals. Touch up painting to be done as requested by a Department representative.

**Note: Repainting will be required prior to exercising the renewal options.**

**5. Floor Coverings:** All floor covering shall be newly installed at the commencement of this lease.

**Note: Flooring replacement will be required prior to exercising the renewal options.**

- All offices, conference rooms, and examiner areas behind the counter shall be carpeted with a commercial grade carpet to provide acoustics, comfort, and minimum maintenance in cleaning. A Department representative will select all colors.
- All other areas of the office should have commercial grade Ceramic Tile. Replacement of Ceramic Tile is only required if noticeable wear and tear is present. As a first step to correct the problem, the proposer retains the right to have the floors professionally cleaned. In the event cleaning does not meet the Department's standards, new flooring will be required.

### **Carpet Installation**

- Carpet shall be of commercial grade minimal fiber is 100% 3<sup>rd</sup> generation, continuous filament nylon static control and 26 oz minimum yarn weight or equal. A Department representative shall select the color. Carpet shall be installed wall to wall using continuous lengths and as broad widths as possible to minimize the placement of seams in traffic lanes. Cut edges shall be trued and appropriately treated to form invisible and non-raveling joints where exposed.
- Carpet shall be installed in accordance with manufacturer's recommendations for seaming technique and for proper amount of strength in width and length.
- Metal binder bars or vinyl transitions shall be installed at all areas where floor-covering material changes, or at carpet edges that do not abut a vertical surface.

- Clean carpets free of spots, dirt or soil. Carpet shall have no tears, frayed or pulled tufts. Protect entire surface of carpet until all other work is completed.

Doors shall be shaved or undercut when necessary to clear carpet.

**6. Heating, Ventilation, and Air Conditioning :** Provide sufficient control units with adequate ductwork, registers and grills sufficient to cool and heat the entire leased area uniformly. Unit(s) shall be equipped with automatic thermostat(s) fitted with tamper proof covers. Temperatures will be maintained to achieve an average zone temperature of 75 degrees Fahrenheit. Control thermostats will be located in areas to achieve proper zone temperature.

- **Indoor Air Quality:** The lessor shall test the indoor air quality if a problem arises. During assessment, samples would minimally be taken for carbon monoxide, carbon dioxide, formaldehyde, and air borne particles, including mold spores and other microbiological particles. The lessor must ensure proper operation and maintenance of the HVAC system, local exhausts and humidity/temperature control system. Initial complaints after occupancy associated with indoor air quality concerns shall be thoroughly investigated and responded to including, but not limited to, adjusting air intake, eliminating contaminants, cleaning/sanitizing drip pans, air ducts etc.
- The lessor shall change the filters for HVAC at least every 90 days and more often as conditions or manufacturer's recommendations require.

**7. Lighting:**

- The Lessor certifies that the lighting levels within the demised premises are maintained at the following levels: 10 foot-candles in halls and corridors; 30 foot-candles in other public areas; a minimum of 50 foot-candles in office, conference rooms, and other levels as set forth in the State Energy Management Plan, Volume II, Section F.

**Note: Lights shall not be installed directly in front of backdrops, which will be located 6' from the front edge of the examiner counter.**

- Interior lighting must be wired to provide the availability of partial lighting to be left on at night for security. All lights directly adjacent to security cameras wired to provide partial lighting.

**8. Electrical Requirements:**

- Provide a minimum of four duplex 110-volt electrical outlets in each room or office, with adequate additional outlets in each clerical/file area as needed. Install one duplex electrical outlet in the waiting area, which will be dedicated to the Department information monitor. The Department will select the location.
- Provide dedicated 20 amp electrical circuits with isolated grounding and double duplex outlets for connection of computer workstations. Each workstation will not exceed 16 AMP draw.
- All outlets and electrical wiring shall comply with the National Electric Code and any local or state ordinances.
- Provide dedicated 20 amp electrical circuits with isolated grounding and single duplex outlets for the connection of EACH card printer.
- All receptacle outlets shall be Leviton Spec. Grade or equal receptacle outlets and switches shall have the following specifications: 20 AMP, 120V, 277VAC, AC. All receptacles shall be connected through thin wall conduit using wire size per NEC but not less than Number 12. The special electric will be installed in the testing area. This electric will be connected with the circuits that are for computer systems (see pages 13, 14, and 15 for additional details requiring wiring for computer systems). A 2" open conduit raceway in the wall with outlet.

DHSMV Power Specification for Computer Service:

- Circuit One – (10.0 Amperage draw)
- One 20 AMP, 3 wire dedicated circuit with isolated ground. Requires a single 20 AMP isolated ground receptacle. The receptacle type may be Hubbell #IG5361, Nema Standard 5-20R or equivalent and must be located at the server.
- Circuit Two – (7.1 Amperage Draw)

For the Router:

- One 20 AMP, 3 wire dedicated circuit with isolated ground. Requires a quad 15 AMP isolated ground receptacle. (Two duplex receptacles). The receptacle type can be Hubbell #IG5262 Nema Standard 5-20R or equivalent and must be located next to the server.
- Other electrical needs: Cable Raceways (data and/or voice)
- General (For Telephone Company Use)
- One cable pathway or raceway must be provided from the telephone cable closet, punch down block, or point of demarcation, to the server. One ½” conduit with a standard receptacle box at the server should be sufficient. This will be used to terminate the data server.

General: (For ISA Use)

- A cable pathway or raceway, with a pull string, will be provided from peripheral devices (PC's and printers) to the server. As a rule of thumb, a ½” worth of raceway is needed per device or outlet.
- Example – If you have four videos, two printers, (four total devices), you would need 2” cable pathway or raceway from the counter to the server. The raceway mats consist of conduit, electrical grade PVC, freestanding polls, wire molds, etc.
- Any questions concerning the above requirement should be discussed with The Department of Highway Safety and Motor Vehicles Engineer. Phone No.: 850-617-2094

**9. Telecommunications Requirements:**

- Minimum of one telephone outlet in each room or office including additional outlets in each open clerical/file area. Communication equipment rooms may have additional requirements.
- All wiring, existing or to be installed, must comply with the National Electrical Code, Section 800-3, paragraph d.
- One (1) open circuit box with pull wire for phone lines in each room.

LAN Room:

- Provide/install 4x8 sheet of ¾ plywood attached to wall. Plywood shall be fixed in a location, which will not interfere with doors. Location will be determined by the agency.
- Provide/install a 6’ rack system, which is bolted to the floor. Rack system shall be installed in a location that will not interfere with or be hidden by doors. Location to be determined by the agency.

**10. Security Requirements:** Security requirements shall include but not be limited to the following:

- Commercial grade deadbolt locks on all exterior doors.
- Locks on all exterior windows.
- All windows in rear or side of building will have protective grill coverings.
- Photosensitive lights at all exterior doors and in all parking areas adjacent to facility.
- View glass in all solid core exterior doors.
- Provide/install concrete bollards in front of any exterior portion of the proposed space. This is to prevent a vehicle from damaging the exterior/interior by driving into the building.

**11. Signs:** All signs must meet ADA specifications.

- **Interior Identification:** Provide interior signs on the wall, not more than fifty-four inches (54”) above the floor located immediately to the right or left of the door. Signs shall identify all rest rooms, (handicap symbol on handicap rest rooms) conference rooms, mechanical equipment, etc. All other rooms and/or offices are to be numbered consecutively.
- **Exterior Identification:** Provide/install exterior sign in accordance with local laws and ordinance on the front of the proposed space in individual **18” letters (Sign to become property of the appropriate Division).**
- Provide/install emergency contact information & business hours, which will be provided by the Department, on the exterior of the main entrance door.

**12. Fire Protection:** Provide fire protection apparatus including fire extinguishers and follow up inspections as required by local fire codes and in compliance with State Fire Marshal reviews and future inspections during the term of the lease. Latest NFPA 101 regulation shall govern.

**13. Facility Maintenance and Repairs:**

If maintenance or repair items for emergencies or recurring problems do not receive attention within 3 working days after notification is given to the lessor, the lessee will have the right to complete the work, by a contractor of the lessee's choice, the invoice or bill will be sent to the lessor for payment, or the cost will be deducted from the lessor monthly rental payment(s). Non-responsiveness shall be deemed a breach of the lease agreement.

**14. Federal State and Local Requirements:** The building owner shall comply with the applicable provisions of the Federal Occupational Safety and Health Act, the Federal Communications Act, the State of Florida Safety Rules (Chapter 440.56 Florida Statutes), the National Electric Code, and all other applicable laws, regulations, ordinances, codes, and rules of any governmental entities that have jurisdiction. The lessor agrees to reimburse the Department for all losses, expenses, and damages arising from the violation of any of the above laws, regulations, ordinances, codes and rules.

**15. Modular Furniture Specifications:**

- **Examiner Counters:** Provide/install **(35)** prefabricated modular workstations and **(3)** prefabricated modular reception station(s) with laminate surfaces. This shall be installed as per the final floor plan. Workstations shall be manufactured by Maxon or approved equal. All workstations shall include a CPU holder. **(See Attachment A).**

**\*\* (2) Station(s) must meet ADA Specs**

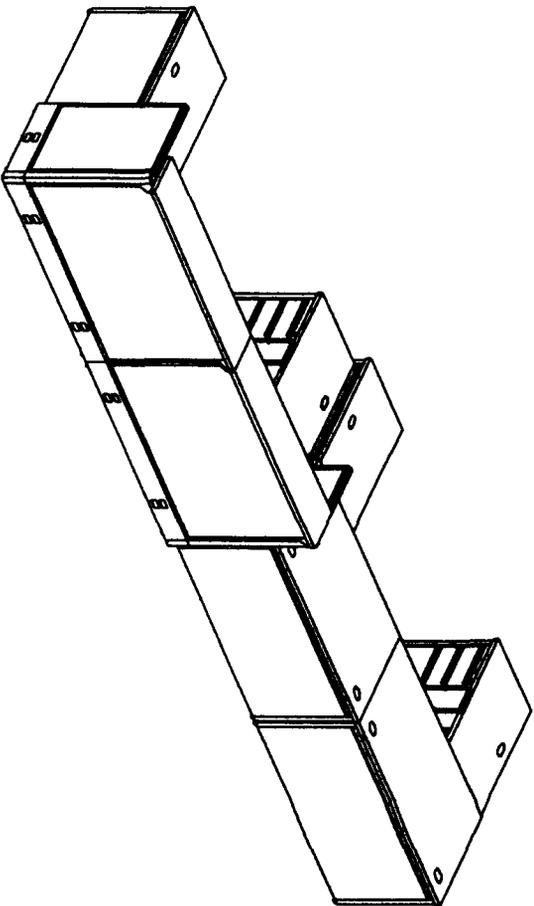
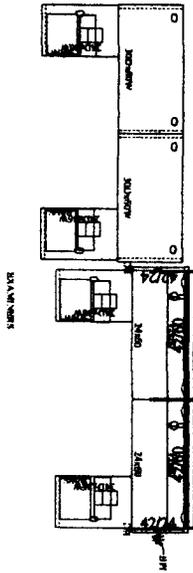
- **ADLTS:** Provide/install **(14)** testing stations. **(1)** Unit should meet ADA requirements. ADLTS stations shall be manufactured by Maxon or approved equal. This shall be installed as per the final floor plan. All ADLTS stations shall include a shelf for CPU storage. ADA stations shall include a CPU holder. **(See Attachment A).**

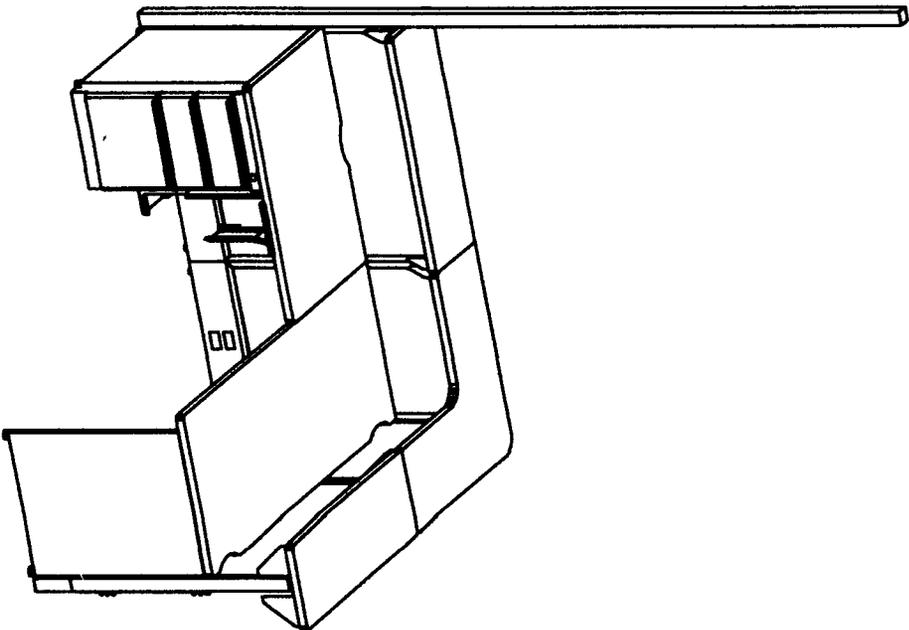
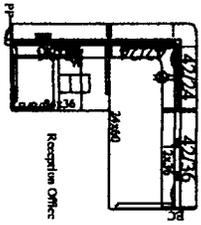
- Kiosk: Provide/install **(1)** Kiosk station 24" x 24" x 42" H with a shelf inserted 10" down from the top. Kiosk shall be manufactured by Maxon or approved equal. (**See Attachment A**)

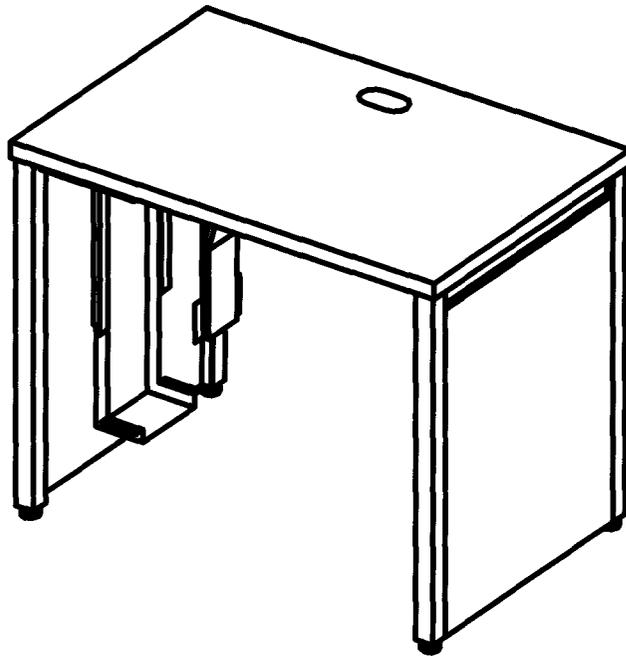
**NOTE: The State of Florida has several vendors whom provide the above modular furniture on state contract. To obtain information on these vendors please visit the following site:**  
**[http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/furniture\\_office\\_and\\_files/price\\_sheets\\_systems\\_furniture/price\\_sheets\\_computer\\_stations](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/furniture_office_and_files/price_sheets_systems_furniture/price_sheets_computer_stations)**

#### **16. Miscellaneous Requirements: (Unique Department Requirements)**

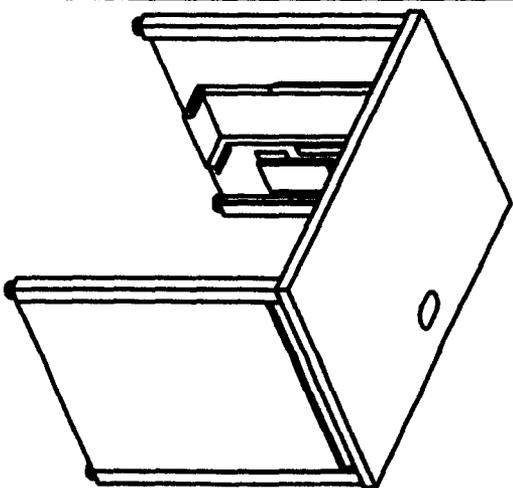
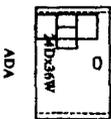
- Section 403.714, Florida Statutes, mandates that each agency shall have a resource recovery (recycling) program in effect for all space occupied, including private sector space. The state is required by law to collect high-grade office paper and corrugated boxes.
- The Department may not accept office space that has more than two sides of plate glass windows. However, if the prospective lessor is agreeable to renovate the building to remove glass, consideration will be given.
- The adjacent road areas must be appropriate and easily accessible for road tests for driver licenses. (E.g. not congested, easy entrance and exiting of parking lot).
- The lease shall be separately metered for all energy and fuels which may be consumed by Lessee, alone, Lessor will provide Lessee, in a form and manner agreed upon, timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate.
- This office shall be for high volume usage with the average number of customers served daily being **(1,224)**. The average number of road tests performed daily is **(70)**. Availability of easily accessible roads for driver testing is of critical concern.
- Provide/install **155** waiting area seats. All options will be submitted to a Department representative for approval. Reference the floor plan for seat placement within the facility.
- Provide/install counter at 30" height for printers, faxes, card printers etc. adjacent to the office walls located behind the examiner workstations in accordance with the final floor plan. Cabinetry with doors to be installed below counter.
- Provide/install floor to ceiling shelving on two walls 18" on 2' clearance of each supply/storage room.
- Property being offered must be deemed suitable in location, appearance, and environment for conducting state business. Properties not meeting this requirement will be considered non-responsive.
- Upon completion of the required build out/renovations of the site, the owner or contractor shall provide a Certificate of Occupancy. The Department shall not accept said premises until the space is acceptable and the certificate is provided.
- Provide/Install conference room separator.
- Provide/Install 12" elevated platform in the examiner area. Refer to the floor plan attached for exact location (Attachment K).

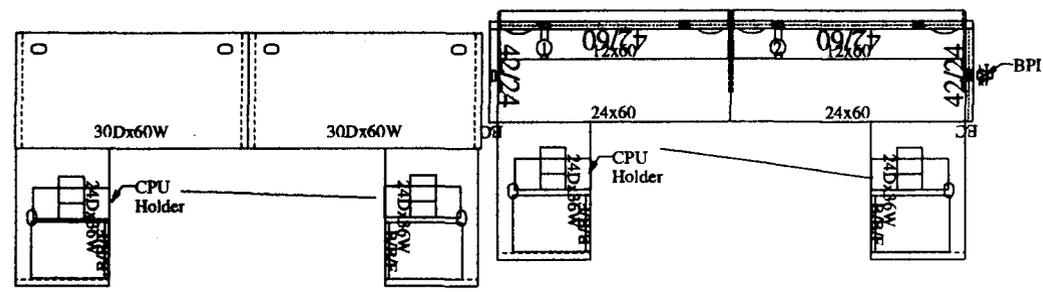
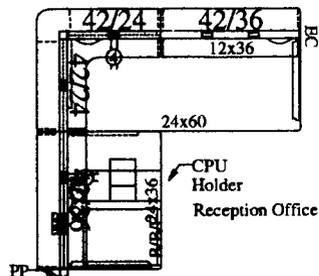




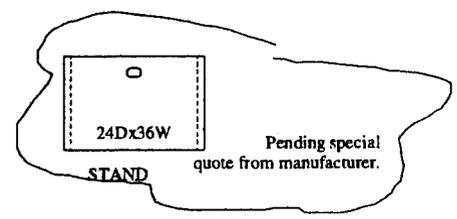
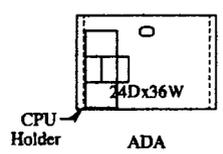


ADLT  
Standing Height  
Station  
42"h  
1/25/09

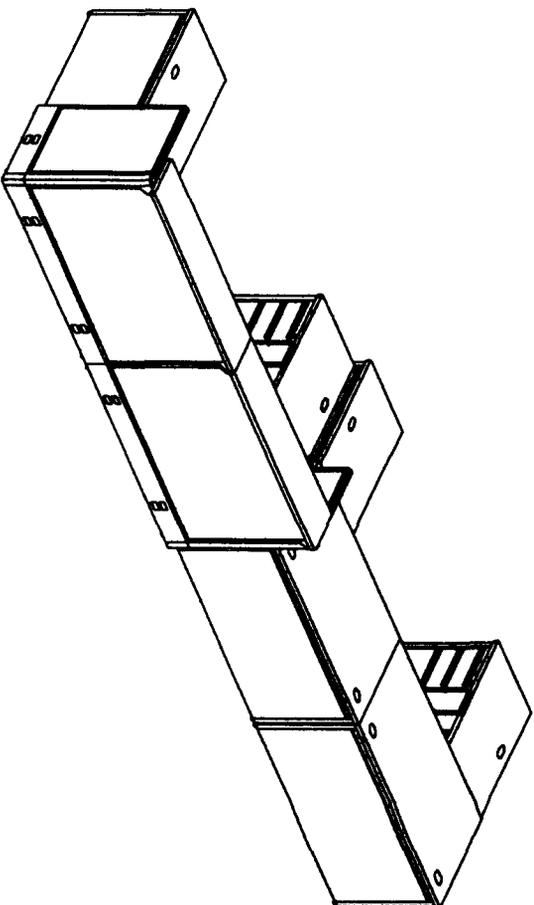
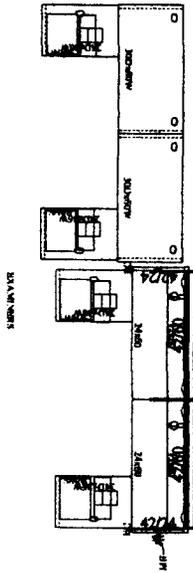


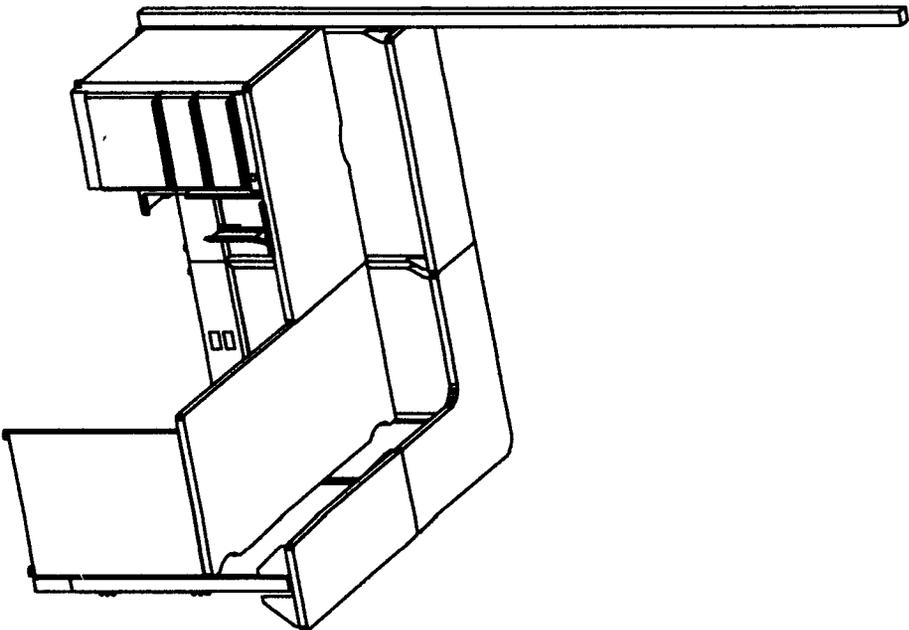
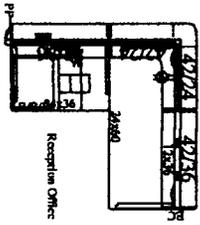


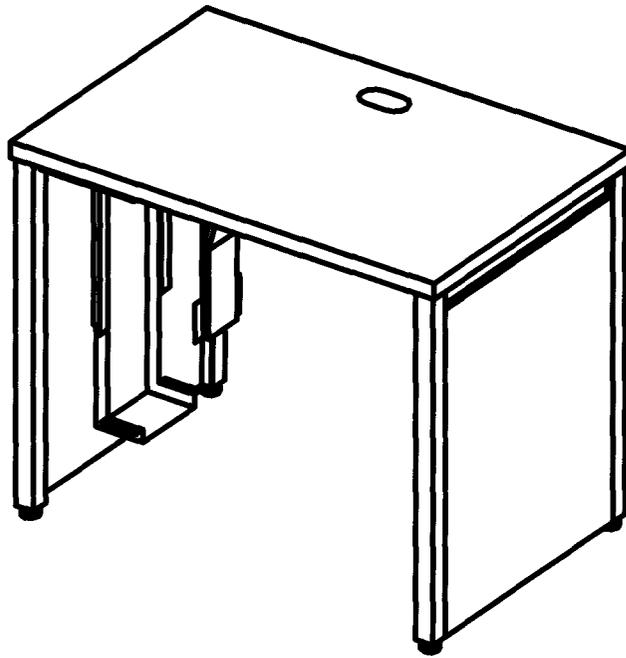
EXAMINERS



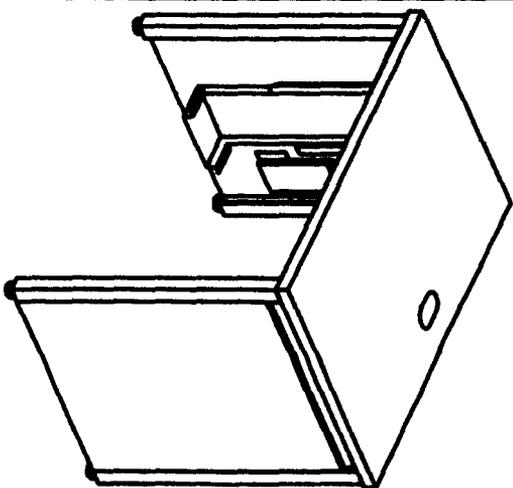
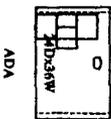
FLORIDA DEPARTMENT HIGHWAY  
SAFETY & MOTOR VEHICLES  
Typical's  
1/6/09

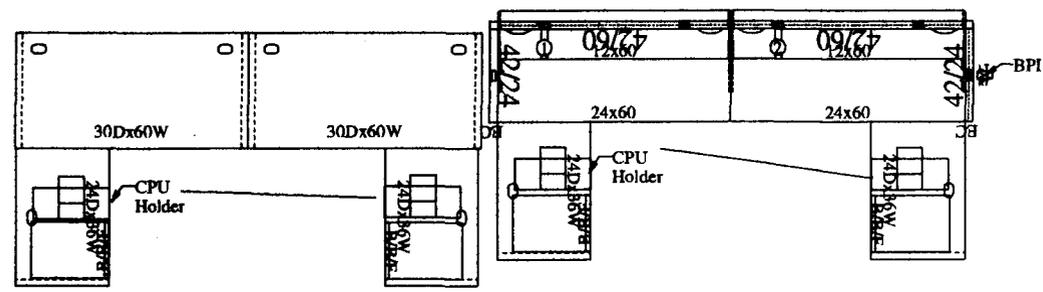
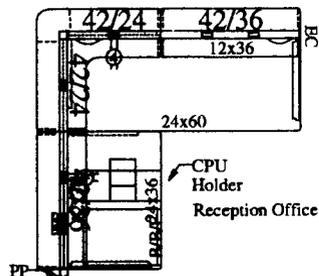




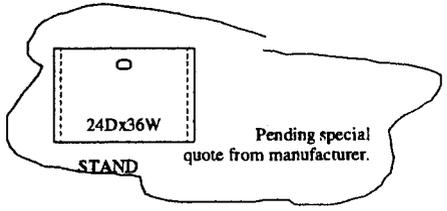
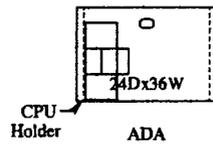


ADLT  
Standing Height  
Station  
42"h  
1/25/09





EXAMINERS

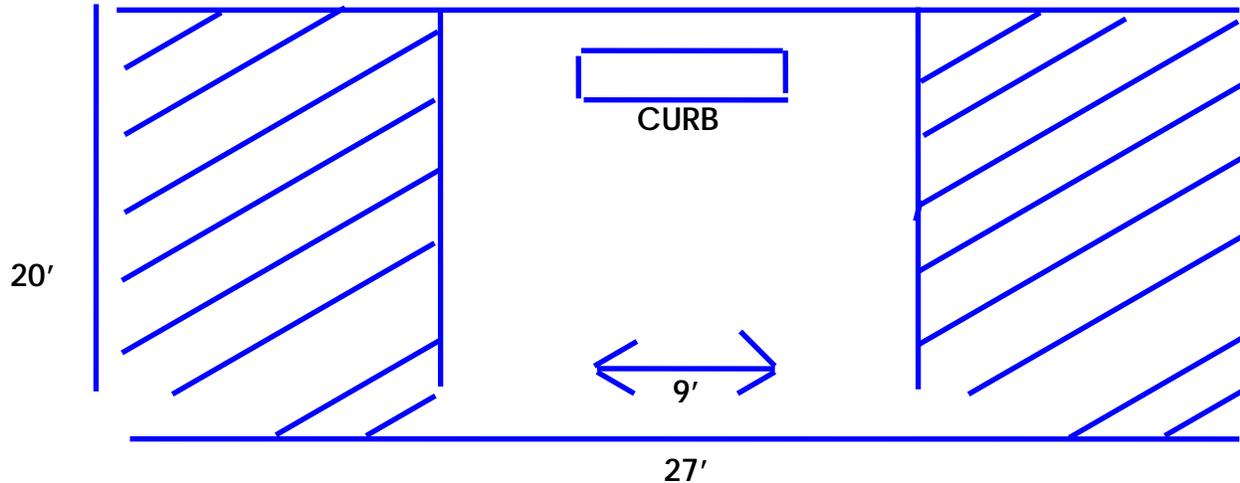


FLORIDA DEPARTMENT HIGHWAY  
SAFETY & MOTOR VEHICLES  
Typical's  
1/6/09

Lease No. 760:0530

APPLICABLE TO DRIVER LICENSES TESTING FACILITIES ONLY

SAMPLE STANDARD CURB



Provide an unobstructed space twenty-seven (27) feet wide and twenty (20) feet long. The space shall be outlined and diagonally marked with yellow traffic paint to prohibit the general public from parking on or blocking the area during the driver license office hours. In the center of the space shall be a space nine (9) feet wide and twenty (20) feet long for the actual parking demonstration. There shall be a concrete curb six (6) inches high and eight (8) feet wide placed two (2) feet out from the front thus making the actual; parking stall 9' x 18'. This 9' x 20' space is also to be outlined with yellow traffic paint but not marked diagonally as the other portion. A diagram of the above requirement is shown above.

**ATTACHMENT B**

BOUNDARY MAP

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

**ATTACHMENT B**

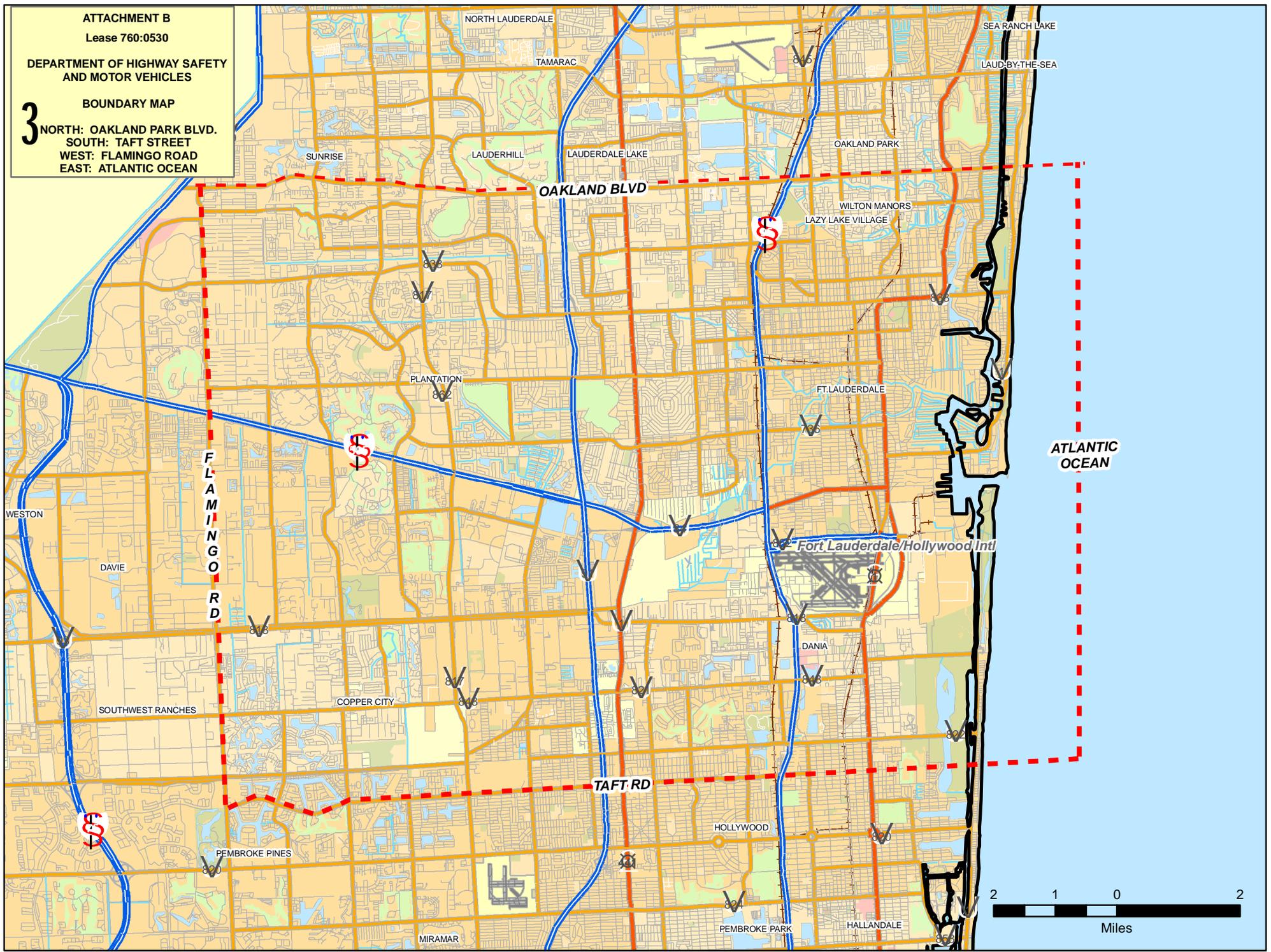
Lease 760:0530

**DEPARTMENT OF HIGHWAY SAFETY  
AND MOTOR VEHICLES**

**BOUNDARY MAP**

**3**

**NORTH: OAKLAND PARK BLVD.  
SOUTH: TAFT STREET  
WEST: FLAMINGO ROAD  
EAST: ATLANTIC OCEAN**



**ATTACHMENT C**

STATE OF FLORIDA STANDARD LEASE AGREEMENT

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles



**STATE OF FLORIDA**  
**Standard Lease Agreement**



Department of Management Services Form 4054

Lease Number: 7 6 0 0 5 3 0

Lease Commencement: \_\_\_\_\_

**Preamble**

**THIS LEASE AGREEMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between those Parties listed below.

**Parties**

**Lessee:** Department of Highway Safety & Motor Vehicles  
Agency Name

**Address:** \_\_\_\_\_  
Street City State Zip Code

**Lessor:** \_\_\_\_\_  
Lessor Name

**Address:** \_\_\_\_\_  
Street City State Zip Code

**FEID:** \_\_\_\_\_ **OR** **Social Security Number:** \_\_\_\_\_

**1. Description**

A. In consideration for the covenants and agreements made here, Lessor agrees to lease to Lessee those Premises (hereinafter the "Premises") described as:

**Description:**

**Building:** \_\_\_\_\_ **County:** \_\_\_\_\_  
Building Name

**Address:** \_\_\_\_\_  
Street City State Zip Code

consisting of an aggregate area of \_\_\_\_\_ square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement. This space comprises approximately 0.0 % of the 1 net square feet in the building.

B. Lessor shall also provide \_\_\_\_\_ exclusive parking spaces and \_\_\_\_\_ nonexclusive parking spaces as part of this Lease Agreement.

**2. Term & Renewals**

A. The Lease shall begin on: \_\_\_\_\_ January \_\_\_\_\_, \_\_\_\_\_  
Month Day Year  
 and end at the close of business on \_\_\_\_\_ January \_\_\_\_\_, \_\_\_\_\_  
Month Day Year  
 for a term of \_\_\_\_\_ months.

B. Lessee, however, is hereby granted the option to renew this Lease for an additional \_\_\_\_\_ upon the same terms and conditions as specified in Article 4. B. of this Lease. If Lessee desires to renew this Lease under the provisions of this Article, it shall give Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in this Article or any applicable renewal period.

**3. Notices, Rental Invoices & Rental Payments**

A. All Notices to be served upon Lessee shall be sent by receipted mail to:

Lessee: Department of Management Services  
Agency Name

Address: \_\_\_\_\_  
Street City State (Zip Code)

B. All Notices to be served upon Lessor shall be sent by receipted mail to:

Lessor: \_\_\_\_\_  
Lessor Name

Address: \_\_\_\_\_  
Street City State Zip

C. Rental invoices shall be submitted monthly to Lessee at:

Lessee: Department of Management Services  
Lessor Name

Address: \_\_\_\_\_  
Street City State Zip

D. Rental Payments shall be paid to Lessor at:

Lessor: \_\_\_\_\_  
Lessor Name

Address: \_\_\_\_\_  
Street City State Zip

**4. Rent**

The rent shall be payable the month following the month of occupancy in accordance with subsection 215.422, Florida Statutes. The rent for any fractional part of the first month shall be prorated.

**A. Base Term**

Lessee agrees to pay Lessor rent according to the following schedule:

Start (MM/DD/YYYY)	TERM		RATE PER SQUARE FOOT	MONTHLY RENT	ANNUAL RENT
		End (MM/DD/YYYY)			
	-	03/30/2010	\$22.00	\$0.00	\$0.00
	-		\$0.00	\$0.00	\$0.00
	-		\$0.00	\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00

**B. Option Term**

For the renewal options as specified in article 2, the rental rate shall be:

Start (MM/DD/YYYY)	TERM		RATE PER SQUARE FOOT	MONTHLY RENT	ANNUAL RENT
		End (MM/DD/YYYY)			
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00
	-			\$0.00	\$0.00

**5. Utilities**

- A. The Lessor , Lessee , see Addendum \_\_\_\_\_  will promptly pay all billed utilities including gas, water, sewer, solid waste, storm water, and other power and electric light rates or charges which may become payable during the term of this Lease .
- B. Lessor agrees to provide Lessee timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate, pursuant to Section 255.257, Florida Statutes.

6. Facility Services

- A. The Lessor  or Lessee  will furnish daily janitorial services and required janitorial supplies. Janitorial services will include provision of recycling trash disposal for the Premises at the expense of the Lessor  or Lessee .
- B. Lessor shall provide for interior and exterior maintenance and repairs in accordance with generally accepted good practices. This includes repainting, replacement of worn or damaged floor covering and repairs or replacement of interior equipment as needed due to normal use. Lessor shall maintain the exterior of the leased facility so to conform to all applicable health and safety laws, ordinances and codes, which are presently in effect or may be enacted during the term of this Lease and any renewal periods.
- C. The Lessor  or Lessee  agrees to furnish pest control services for the leased Premises during the term of the Lease at the expense of the Lessor  or Lessee .
- D. Lessor agrees to install light fixtures for use by Lessee. The Lessor  or Lessee  shall be responsible for replacement of all bulbs, lamps, tubes, and starters used in such fixtures.
- E. All services required above shall be provided during Lessee's normal working hours, which are deemed 7:30 a.m. to 5:30 p.m., Monday through Friday excluding state holidays, unless otherwise stipulated below:

Day	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- F. During the term of this Lease, Lessee shall maintain the interior of the Premises in as good a state of repair as it is at the time of the commencement of this Lease. Notwithstanding this obligation, reasonable wear and tear and unavoidable casualties are permissible.

7. Accessibility and Alterations

- A. Lessor agrees that the Premises conform, or will be brought into conformance with, the requirements of the Florida Americans With Disabilities Accessibility Implementation Act, Section 553.501 - 553.513, Florida Statutes, and the current Florida Disability Code for Building Construction, providing requirements for persons with disabilities, and with the requirement of Public Law 101-336, enacted July 26, 1990, effective January 26, 1992, Section 28 CFR Part 35 and Appendix to Section 36 CFR Part 1191, known as the "Americans with Disabilities Act of 1990" prior to Lessee's occupancy.
- B. Lessor agrees that Lessee shall have the right to make any alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not capriciously withhold the consent to any such alterations.

**8. Applicable Laws**

Due to the size and/or configuration of the space leased, the following laws apply:

- A.  Section 255.25(3) (e), Florida Statutes relating to tenant improvement costs for which Lessor may be eligible for reimbursement. As applicable, Lessor and Lessee agree that the sum of \_\_\_\_\_ has been spent by the Lessor for improvements to the Premises and the Lessor does  or does not  intend to seek reimbursement for these improvements.
- B.  Section 252.385(4) (b), Florida Statutes relating to the use of the Premises as a public hurricane evacuation shelter. As applicable, the facility in which the Premises exist may be required to serve as a public hurricane evacuation shelter at the request of local emergency management agencies. It is hereby agreed and understood that in the event the Premises is selected for use as an emergency shelter Lessor, upon receiving notice from the Emergency Management Center, shall make the building available as a public hurricane evacuation shelter.

**9. Heating and Air Conditioning**

Lessor agrees to furnish to Lessee heating and air conditioning equipment and maintain same in satisfactory operating condition at all times for the Premises during the term of the Lease at the expense of Lessor. Lessor agrees that thermostats in the Premises will be set to maintain an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons.

**10. Compliance with Fire Safety Standards**

- A. Lessor shall provide for fire protection during the term of this Lease in accordance with the fire safety standards of the State Fire Marshal. Lessor shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. Lessor agrees that the Premises shall be available for inspection by the State Fire Marshal, prior to occupancy by Lessee, and at any reasonable time thereafter.
- B. To assure Lessee of facility compliance with Florida’s Fire Safety Standards, Lessor agrees to provide Lessee with written Fire Safety Inspection prior to the approval of this Lease. Fire Safety Inspection is to be conducted by State Fire Marshal or local fire officials.
- C. In the event that the entirety or majority of the Premises is destroyed by fire, lightning, storm or other casualty, Lessor may repair the damage to Premises at its own cost and expense. Rental payments shall cease until the completion of repairs. Lessor will immediately refund the pro rata part of any rentals paid in advance by Lessee prior to the destruction. Should the Premises be only partly destroyed, leaving the major part in usable condition, then the rental shall abate on the damaged portion until the Premises is restored by Lessor. Upon the completion of such repairs, the full rental shall commence and the Lease shall then continue the balance of the term.
- D. Lessor certifies that no asbestos was used in the construction of the demised Premises or that if asbestos was used, actions have been completed to correct the hazards caused by the use of asbestos.
- E. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department. (Chapter 404.056(8), Florida Statutes. Lessor certifies that if any radon is present, it is at a measurement level less than 4 pCi/L.

**11. Injury or Damage to Property**

All property of any kind that may be on the Premises during the term of this Lease shall be at the sole risk of Lessee, and except for any negligence of Lessor, Lessor shall not be liable to Lessee for loss or damage to the property.

**12. Expiration of Term**

At the expiration of the term, Lessee will peaceably yield up to Lessor the Premises in good and tenantable repair. Lessor and Lessee agree that Lessee shall have the right to remove from the Premises all personal property of Lessee including all fixtures, machinery, equipment, appurtenances and appliances placed or installed on the Premises by Lessee provided that Lessee agrees to restore the Premises to as good a state of repair as found prior to the removal.

**13. Right to Inspect**

Lessor, at all reasonable times, may enter into and upon the Premises for the purpose of viewing the same and for the purpose of making any such repairs as Lessor is required to make under the terms of this Lease .

**14. Taxes and Insurance**

Lessor shall pay all real estate taxes and fire insurance premiums on the Premises. Lessor shall not be liable to carry fire insurance on the person or property of Lessee or any other person or property that may occupy the Premises now or later.

**15. Subletting and Assignment**

Lessee, upon obtaining written consent of Lessor, shall have the right to sublet all or any part of the Premises or to assign all or any part of the Premises. Lessor shall not capriciously withhold written consent.

**16. Wavier of Defaults**

No waiver by Lessee of any breach of this Lease by Lessor shall be construed as a waiver of any subsequent breach of any duty or covenant imposed by this Lease.

**17. Rental Commencement**

Notwithstanding the provisions of Article 2 "Term" and Article 4 "Rent" of this Lease, term shall not commence until date of completion of the renovations of the demised premises to Lessee's satisfaction and thereby made ready for occupancy by lessee. At the time of occupancy, the rent for any fractional part of the first month of occupancy shall be prorated.

**18. Availability of Funds**

Pursuant to Section 255.2502, Florida Statutes, Lessor acknowledges that the State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

**19. Breach of Covenant**

- A. If Lessee neglects or fails to perform or observe any covenant herein, and such default continues for a period of thirty (30) days after receipt of written notice thereof from Lessor, then Lessor may lawfully, immediately, or at any time thereafter, and without further notice or demand, enter into and upon the Premises, and repossess the same as of their former estate and expel Lessee and remove its effects forcefully, if necessary.
- B. This action by Lessor shall not be deemed as any manner of trespass and thereupon any remedy which might otherwise be used by Lessor for arrears of rent or for any breach of Lessee's covenants herein contained shall terminated, without prejudice.

**20. Not Consent to Sue**

No provisions, terms, or conditions of this Lease shall be construed as consent of the State of Florida to be sued because of said leasehold.

**21. Right to Terminate**

Lessee shall have the right to terminate this Lease without penalty in the event a State-owned building becomes available to Lessee for occupancy, and upon the giving six (6) months advance written notice to Lessor by Certified Mail, Return Receipt Requested.

**22. Public Entity Crime Statement**

Section 287.133, Florida Statutes places the following restrictions on the ability of persons convicted of public entity crimes to transact business with public entities, including the department:

A person, or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**23. Discrimination**

Section 287.134 Florida Statutes places the following restrictions on the ability of persons on the discriminatory vendor list to transact business with public entities, including the department:

An entity who has been placed on the discriminatory vendor list may not submit a bid or proposal to provide goods or services to a public entity, may not submit a bid or proposal with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not perform work as a contractor, supplier subcontractor or consultant under contract with any public entity and may not transact business with any public entity.

**24. Use of Premises**

Lessee will not make or suffer any unlawful, improper, or offensive use of the Premises or any use or occupancy thereof contrary to the laws of the State of Florida or to such ordinances of the city or county in which the Premises are located, now or hereinafter made, as may be applicable to Lessee.

**25. Failure to Comply**

- A. In the event that Lessor fails to comply with any term or provision of this Lease after written notice, Lessee reserves the option to:
  - i. setoff and deduct from the rental amount due Lessor under this Lease such sums as Lessee determines are required to remedy the default of Lessor; and/or
  - ii. fulfill Lessor’s obligations under the terms of this Lease; whereby Lessor shall reimburse Lessee on demand for any reasonable expenses which Lessee may incur in thus effecting compliance with Lessor’s obligation under this Lease. Should Lessee elect this option, Lessee shall use its best efforts to mitigate damages caused thereby; and/or
  - iii. terminate this Lease and vacate the Premises, but without prejudice to any remedy which might otherwise be used by Lessee for any breach of Lessor's covenants contained herein; and/or
  - iv. bring suit for damages against Lessor for any expense (including reasonable attorney's fees) Lessee may incur by Lessor’s failure to comply with any term or provision of the Lease. However, Lessee shall not bring suit for damages incurred due to a delay in the Commencement Date of this Lease if any such delay is caused solely by any delay, default or omission of Lessee.
- B. Lessee is required to give Lessor written notice setting forth in reasonable detail the nature and extent of such failure and Lessor will be given thirty (30) days to cure such failure. If such failure cannot reasonably be completely cured within that thirty (30) day period, the length of such period shall be extended for the period reasonably required thereof, only if Lessor commences curing such failure within such thirty (30) day period and continues the curing thereof with reasonable diligence and continuity.
- C. Reason for setoff of amounts due under this Lease shall include, but are not limited to, remedying heating and air conditioning equipment and roofing deficiencies.
- D. Each occasion of setoff of rental amounts due under this Lease shall be contingent upon the prior approval of Lessee's legal counsel.

**26. Definition of Terms**

- A. The terms "Lease," "Lease Agreement," or "Agreement" shall be inclusive of each other and shall also include any renewals, extensions or modifications of this Lease.
- B. The terms "Lessor" and "Lessee" shall include the successors and assigns for the parties hereto.
- C. The singular shall include the plural and the plural shall include the singular whenever the context so requires or permits.

**27. Additional Terms**

- D.  No additional covenants or conditions form a part of this Lease
- E.  All additional covenants or conditions appear on attached Addendum(s):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

IN WITNESS WHEREOF, the Parties hereto have hereunto executed this instrument for the purpose herein expressed, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ANY MODIFICATION OF A LEASE AGREEMENT SHALL NOT BECOME LEGALLY EFFECTIVE UNTIL APPROVED/ACCEPTED BY THE DEPARTMENT OF MANAGEMENT SERVICES.**

**ORIGINAL SIGNATURES REQUESTED ON ALL COPIES**

**As to Lessor** – Lessor, or authorized representative and two witnesses, must sign, print name and enter date.

<b>X</b> _____ Lessor or Authorized Representative	_____	____ / ____ / ____ Printed Name Date
<b>X</b> _____ Witness #1	_____	____ / ____ / ____ Printed Name Date
<b>X</b> _____ Witness #2	_____	____ / ____ / ____ Printed Name Date

**As to Lessee Agency** – Agency Head (or authorized designee) and representative of Agency’s Office of General Counsel, must sign, print name and enter date.

<b>X</b> _____ Agency Head or Authorized Delegate	_____	____ / ____ / ____ Printed Name Date
<b>X</b> _____ Agency Office of General Counsel	_____	____ / ____ / ____ Printed Name Date

**As to the Department of Management Services** – Chief Real Property Administrator (or authorized designee) and Secretary (or authorized delegate) must sign, print name and enter date. When applicable, DMS Office of General Counsel, shall sign, print name and enter date.

<b>X</b> _____ Chief Real Property Administrator	_____	____ / ____ / ____ Printed Name Date
<b>X</b> _____ Secretary or Authorized Delegate	_____	____ / ____ / ____ Printed Name Date
<b>X</b> _____ Office of General Counsel	_____	____ / ____ / ____ Printed Name Date

**ATTACHMENT D**

STATE OF FLORIDA DISCLOSURE OF OWNERSHIP

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

ATTACHMENT D

DISCLOSURE OF OWNERSHIP  
STATE OF FLORIDA  
Disclosure Statement

Department of Management Services Form 4114



Lease Number: \_\_\_\_\_

**Purpose**

This form is used to collect the information required pursuant to subsections 255.249(4)(h), 255.249(4)(i) and 255.01, Florida Statutes.

**1. Ownership** – Indicate the type of ownership of the facility in which this lease exists.

- a.  Publicly Owned Facility
- b.  Privately Owned Facility  Individually held  Entity held (e.g., corporate, LLC, partnership, etc.)
- c. Name of titleholder:

\_\_\_\_\_

Titleholder FEIN or SSN:

\_\_\_\_\_

Name of facility:

\_\_\_\_\_

Facility street address:

\_\_\_\_\_

Facility city, state, zip code: \_\_\_\_\_

**2. Disclosure Requirements**

- a. Does a corporation registered with the Securities and Exchange Commission and/or registered pursuant to chapter 517, Florida Statutes, own the facility listed above? Yes  No   
*If "Yes," please proceed to section 4.*
- b. Does any party have a 4% or greater ownership interest in the facility or the entity holding title to the facility? Yes  No   
*If "Yes," please proceed to 2.c.*
- c. Does any public official, agent, or employee hold any ownership interest in the facility or the entity holding title to the facility? Yes  No   
*If "Yes," please proceed to 2.d.*
- d. Is the facility listed above financed with any type of local government obligations? Yes  No   
*If "Yes," please stop and immediately contact your state leasing representative.*

**3. Ownership Disclosure List** - (additional pages may be attached)

a. Name	Government Agency (if applicable)	Extent of Interest (Percent)
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. The equity of all others holding interest in the above named facility totals: \_\_\_\_\_

**4. Signatures**

By signing this form, the undersigned acknowledges that the information provided is true and complete, to the best of their knowledge.

a. Publicly Owned Facilities

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Government Entity: \_\_\_\_\_  
Date: \_\_\_\_\_

b. Private Individually-held Facilities

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

c. Entity-held Facilities

**This is to certify, that the undersigned is authorized to conduct business as a representative of the entity listed in section 1.c. of this Disclosure Statement.**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTACHMENT E**

STATE FIRE MARSHAL GUIDELINES AND APPLICATION

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

## ATTACHMENT E

### DIVISION OF STATE FIRE MARSHAL

#### Plans Review Fees, Procedures and Requirements

The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned or state leased building are subject to review and approval of the Division of State Fire Marshal for compliance with the Uniform Fire Safety Standards prior to commencement of construction or change of occupancy. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12) , FAC, defines a state owned building as:

(a) “State-owned building,” as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.

(b) “State-owned building” does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

#### **DESIGN CRITERIA:**

**The Life Safety portion of the plans shall be designed in accordance with the National Fire Protection Association (NFPA) 101, Life Safety Code; NFPA 1, Fire Prevention Code; and adopted NFPA Standards. See Florida Administrative Code 69A-3.012 for the adopted edition of NFPA 101 & 1 and a list of adopted NFPA Standards.**  
**(<https://www.flrules.org/>)**

#### **PLANS REVIEW FEES:**

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of the building, by the constant 0.0025. The minimum fee is \$100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example:

\$1,000,000.00 Construction Cost x .0025 = 2,500.00 Fee

1

**METHOD OF PAYMENT**

After plans are received an invoice will be prepared and sent at which time payment can be made by personal check, money order or, if a state agency is paying, a Samas – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with “SFM Plans Review fee” and return payment with invoice.

**WHAT TO SUBMIT**

Plans and specifications are required to be signed and sealed in accordance with Florida Statute. Submit completed application form DFS-K3-1973 and two sets of plans and one set of specifications to:

**If Sending By Regular Mail**

Division of State Fire Marshal  
Plans Review Section  
200 East Gaines Street  
Tallahassee, Florida 32399-0342

**If Sending By Overnight Service**

Division of State Fire Marshal  
Plans Review Section  
325 John Knox Road, Atrium Building  
Tallahassee, Florida 32303

**PLANS SUBMISSION:**

The Division of State Fire Marshal will require the submitter to furnish two sets of plans and one set of specifications for review to the Plans Review Section. The submitter may, however, submit plans at an earlier stage, i.e., design review, in which case only one unsigned set needs to be submitted. **Only one design review will be allowed per project.** When the documents are approved for construction, the plans and specs will be stamped "APPROVED" and returned to the submitter. The stamped set of plans must be kept on the job site for the fire safety inspector's use at the time of inspection. It shall be the responsibility of the submitter to see that the "approved" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued. Plan approval is good for one year from the date of issue. The construction contract must be let within this period or the approval will expire and the plans must be re-submitted with another review fee.

The editions of the pertinent codes that will apply to your project will be those that are adopted at the date of your first submittal, regardless of phase, i.e. 50% or final, and will not change even if a newer edition is adopted during the review process.

Any change orders or redesign during construction that affect life safety shall be submitted for review with the State Fire Marshal's file number indicated. There is no additional fee required for changes.

**The review process allows 30 calendar days for review of all state-owned property and 10 working days for review of state leased property.**

If there are any special circumstances or hazards that require further clarification, the reviewer will attempt to contact you; therefore, please include the name and telephone number of a contact person with your plan submission. Please remember that if you are called and asked for additional information or clarification, the reviewer needs this information in writing before he can approve the project. If the statutory time (10 working days on a lease or 30 calendar days on state owned) expires he must disapprove the project and a re-submittal process may add further delay to the project.

### **PLAN INFORMATION**

The following items are areas where we must have your assistance. Please ensure that all submittals address these necessary items where applicable and help us prevent lost time due to disapprovals based on lack of information.

- **Renovation or Alteration** - Any alteration or any installation of new equipment shall be installed under the requirement of new construction. The scope of work shall be identified clearly. Show the number of floors in the building and the location of the project under consideration in comparison to the entire floor and building.
- **Equivalency Concepts** - Any requirement of the code that a designer wishes to modify by alternative arrangements shall in no case afford less safety to life than the code presently requires. Any request to use equivalency concepts will only be considered when technical documentation is submitted.
- **Classification of Occupancy** - Plans shall indicate the type of occupancy based on N.F.P.A. 101, Chapter 6.
- **Change of Occupancy** - The designer shall identify the existing type of occupancy and clearly identify the new occupancy use and areas.
- **Floor Area** - The gross square footage of the building shall be indicated on the plans. All assembly rooms shall indicate the net floor area.
- **High Hazard Area** - Any areas of a building, structure, or parts thereof, containing highly combustible, flammable, explosive products or materials which are likely to burn rapidly shall be identified on the submittal. The designer shall identify amounts and types of hazardous materials used throughout the facility.
- **Means of Egress** - All three components of the means of egress (exit access, exit and exit discharge) shall be clearly identified. Travel distance to exits shall be detailed.
- **Occupant Load** - The occupant load for each floor and calculations showing how the load was obtained shall be shown. All assembly rooms, spaces, or areas shall be identified and calculated with calculations shown on plans.

- **Construction Type** - The type of construction shall be identified as per N.F.P.A. 220.
- **Atrium** - Any building in which the designer has incorporated an atrium shall have the atrium area clearly defined on the contract document. Atrium shall be in accordance with NFPA 101, 8.2.5.6.
- **Penetration of Smoke or Fire Barriers** - Passage of pipes, conduits, bus ducts, cables, wires, air ducts, pneumatic ducts and similar service equipment through smoke and/or fire barriers shall be detailed on the contract documents.
- **Fire Detection, Alarm and Communication Systems** - All existing or new systems shall be clearly identified on the plans. The type of system and the appropriate N.F.P.A. standard that was used for the design and installation shall be indicated on the plans and signed and sealed by the Engineer of Record.
- **Automatic Sprinkler System, Stand pipes and Fire Pumps** - All existing or new systems shall be clearly identified on the plans. The type of system and appropriate N.F.P.A. standard, which was used for the design and installation, shall be indicated on the plans and signed and sealed by the Engineer of Record. Hydraulic calculations, also signed and sealed by the Engineer of Record, shall accompany the plans where applicable.
- **Correction Facilities** - The use condition of the area shall be clearly indicated as per NFPA 101, Chapter 22.
- **Lease Spaces** - If the leased space is on a floor located above the level of exit discharge (LED) a plan of the LED is required to be submitted to ensure proper exiting from the building.
- The plan shall have the correct name of the facility: Building Number, Office/Complex Name, Street Address, and City, County, and Zip Code, and any assigned lease number noted on the document.
- Include site plan to scale showing project, distances to nearby buildings, fences, parking, and location of hazardous features such as fuel storage or incinerators, and fire lanes if required by NFPA 1.
- Include floor plan(s) drawn to scale showing walls and partitions, openings, door swings, built-in features, changes in elevation such as steps or ramps, dimensions, and notes to indicate what is shown and the use (room name) of each space.
- Schedules for doors, windows and hardware.
- Drawings of HVAC systems.
- Show the following on plans, if applicable: exit markings, emergency lighting (type and location), fire extinguisher(s) (type and location), nationally tested wall assembly details for rated walls, stair and handrail details, interior finishes and their flame spread ratings.
- Show any special fire extinguishing systems such as dry chemical hood systems.

## CONSTRUCTION INSPECTIONS

The review fee will cover plans review and up to three (3) construction site inspections. (1) an underground fire main inspection (if applicable); (2) an intermediate inspection at approximately 65% completion (before covering walls and ceilings); (3) and a final inspection prior to occupancy. The intermediate (65%) inspection is optional at our discretion, and depends upon the size and complexity of the construction project. The purpose of construction site inspections is to ensure that the project is in fact constructed in accordance with the approved construction documents.

Any re-inspection required as a result of deficiencies found during the final occupancy inspection shall result in additional fees billed to the Contractor for re-inspection at a rate of \$65.00 per hour, per Inspector, portal to portal, plus expenses. With this in mind, the contractor should have completed his own systems testing and inspection punch list and made the corrections necessary in order to eliminate re-inspections as much as possible.

## HOW TO REQUEST AN INSPECTION

The following inspections must be considered:

1. Underground: **REQUIRED** if an underground fire main is installed. This inspection must be performed before cover-up.
2. Intermediate: **REQUIRED** if so indicated on the approval letter, or required by the SFM inspector during the initial on-site meeting.
3. Final: **REQUIRED**.

The construction documents must be approved prior to commencing construction of the project. Any request for the use of an alternative system, or change made to the approved plans must be approved by the Plans Review Section prior to its installation. Throughout the various construction phases, ALL requests for inspection shall be made at least five (5) working days in advance using the enclosed DFS Form DI4-1528. The request may be forwarded by mail or facsimile to the Plans Review Section (see form for fax # and address).

The Plans Review Section will route the request to the appropriate field office where the local field inspector will then contact the requestor to make final arrangements for the inspection.

This request form has to be completed in its entirety, otherwise, the request for inspection will not be granted. Additionally, if the plans are found to be disapproved or rejected by this office, the inspection will not be performed and a stop work order may be issued until the plans are submitted, approved, and the plans review fee is paid in full. Should you have any questions, please notify the Plans Review Section (850) 413-3733 prior to mailing this request form.

Should the project not pass inspection due to various deficiencies, a re-inspection within 30 days should be scheduled with the Inspector at that time. If the corrections cannot be made within that required time frame, it is the responsibility of the agency or requesting party to complete the attached inspection request form (DI4-1528) and submit it to Plans Review Section in Tallahassee, noting the date in which the project will be ready for re-inspection in order for him to reschedule the site for a re-inspection.

The following checklists have been provided for your use in preparing plans that contain sprinkler and fire alarm systems.

### **FIRE ALARM CHECKLIST**

1. The fire alarm contractor shall be licensed for the scope of work submitted.
2. Provide contractor's names, address, phone and license number.
3. Provide job site address, occupancy type, design criteria (NFPA standard)
4. General description of how the system will operate. What will activate the system; will it go into general alarm or ring by zone; will it annunciate; will it be monitored by a central station; will the air handling system be shut down, elevator recall, etc.
5. Itemized list of equipment to be used showing quantity, manufacturer, model number, type of device, and CFM number.
6. Calculations to be complete. Indicate all electric current required in supervision and alarm conditions. Provide calculations on battery manufacturer's standard form.
7. Denote capacity of battery, and confirm adequate size when operating under the full-calculated load.
8. Voltage drop calculations showing that voltage drop does not exceed 5% drop.
9. Cut sheets for each type of device being installed.
10. Drawing showing location of devices, wire runs, number of conductors, zones, end-of-line resistors, and typical wiring method used on the devices.
11. If fire alarm work is resultant from an inspection (State Fire Marshal, fire department, etc.) provide copy of report.
12. Submittal must be complete. Examples: Candela ratings of strobes shall be identified. Ceiling heights shall be indicated when ceiling mounted strobes are used. Reflected ceilings are to be clearly denoted. Include light fixture types/locations, HVAC opening types/locations, and all architectural features (joist, beams, coffers, furs, etc.) extending more than 4 inches from the ceiling plane. Rooms, spaces and areas shall be identified.
13. Differentiate between all existing and proposed components. If system or portion is existing, indicate date of existing system installation, or date of prior substantial system renovation.

### **SPRINKLER SYSTEM CHECKLIST**

1. Occupancy class of each area or room identified.
2. All sprinklers identified by make, type, orifice size, temperature rating, thermal sensitivity, including all existing heads affecting the scope of work.
3. For large storage areas, provide storage height, method of storage, description of commodities, etc. If project is specialized storage design (NFPA 231, 231C, etc.) provide complete design statement denoting methodology for arriving at project area/densities.
4. All piping identified by size, type, inside diameter, and schedule, including all existing piping affecting the scope of work.
5. All ceiling information: heights, types, architectural profiles (vaults, coffers, furs, etc.), construction assembly (combustible ceiling or framing? significant combustibles in ceiling cavity, etc.)
6. Sprinkler obstructions denoted (suspended light fixtures, dust work, architectural items, etc.)
7. H.V.A.C. openings shown
8. Method of maintaining sprinkler system at or above 40 degrees F identified. Describe all unheated areas and explain methodology of all types, sizes, locations, etc. of freeze protection devices.
9. Graphically highlight each hydraulic area, title each area on the plans, with matching title on each calculation set.
10. Location and rating of firewalls, unprotected vertical openings, and other assemblies affecting sprinkler design.
11. Size of city main at street, denoting dead end or circulating (or denote private supply)
12. Total area protected by each system on each floor.
13. Location, type, and listing of hangers.

14. Underground pipe size, length, location, type, point of connection to city main, bury depth, thrust blocks, and all appurtenances (valve types, water meters, valve pits, backflow preventers, etc.)
15. All hydraulic name plate information.
16. Setting for pressure reducing valve denoted.

#### **HYDRAULIC CALCULATIONS FOR SPRINKLER SYSTEMS**

17. Verify the water supply, test location, date (must be 12 months current) peak demand time (or calculated adjustment), and account for test elevation at calculations.
18. Verify hazard classification (light, ordinary, special occupancy, etc.).
19. Verify the design criteria (density/sq. ft. over the hydraulic design area).
20. Verify the location of the area calculated (most hydraulically demanding is not always the most physically remote)
21. Verify the dimensions of the area calculated (design area shall not extend beyond designated area served by each sprinkler). Sufficient length parallel to the branch lines or cross-mains, as required.
22. Verify the densities (sprinklers flowing at or above minimum required flow rate).
23. Verify the pipe sizes, lengths, equivalent lengths of fittings, and flow paths (account for all pressure losses).
24. Verify the hose demand.
25. Confirm that the system demand is at or less than the available water supply (include demand vs. supply graph).

#### **MATERIAL CUT SHEETS FOR SPRINKLER SYSTEMS**

26. Sprinklers, pipes, valves, pressure-reducing devices, flow switches, backflow preventers, water meters (all system devices effecting hydraulic design, whether existing or proposed).
27. Fire pump type, size, and design curves (provide current pump test for existing pump).



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of State Fire Marshal- Bureau of Fire Prevention*

**APPLICATION FOR PLAN REVIEW**

By submitting this form you are requesting that the State Fire Marshal's Office complete a plan review in accordance with F.S. 633. This form must be completed in its entirety. Partial or incomplete submittals may result in delay of processing this request.

**1. CONTACT INFORMATION**

a. Applicant's Name:	Email:	Phone:
b. State Agency Contact:	Email:	Phone:
c. Architect of Record:	Email:	Phone:
d. Engineer of Record for Fire Alarm System:	Email:	Phone:
e. Engineer of Record for Fire Sprinkler System:	Email:	Phone:

**2. PROJECT NAME OR DESCRIPTION**

<b>3. TYPE OF SUBMITTAL</b>	a. <input type="checkbox"/> Design Review (<100% Construction Documents)
	b. <input type="checkbox"/> 100% Construction Documents
	c. <input type="checkbox"/> Revision for SFM # : (Complete items 1a and 7 only)
	d. <input type="checkbox"/> Shop Drawings for SFM # : (Complete items 1a and 7 only)
	e. <input type="checkbox"/> Other:

**4. BUILDING INFORMATION**

a. <input type="checkbox"/> State Owned*	b. <input type="checkbox"/> State-Leased,** lease #:
c. Design or State Agency Project #:	
d. Project Square Footage:	e. State Agency or University:
f. Building Name:	g. Building #:
h. Building Street Address:	
i. City/State/Zip:	j. County:
k. NFPA Occupancy Type: (check all that apply)	
Ambulatory Health Care <input type="checkbox"/>	Apartments <input type="checkbox"/>
Detention and Correctional <input type="checkbox"/>	Day-Care <input type="checkbox"/>
One and Two Family <input type="checkbox"/>	Mercantile <input type="checkbox"/>
Hotels and Dormitories <input type="checkbox"/>	Health Care <input type="checkbox"/>
Lodging or Rooming Houses <input type="checkbox"/>	Business <input type="checkbox"/>
Residential Board and Care <input type="checkbox"/>	Industrial <input type="checkbox"/>
Storage <input type="checkbox"/>	Assembly <input type="checkbox"/>
l. Is this a change in occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No	m. FBC Construction Type:
n. Building Height:	o. Number of Stories:
p. Life Safety Systems: (check all that apply) <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Other:	
q. Estimated Construction Cost (not including the cost of land, site improvement, civil work or furniture and equipment):	

**ATTACHMENT F**

ENERGY PERFORMANCE CALCULATION METHOD

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

## ATTACHMENT F



# STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

## ENERGY PERFORMANCE ANALYSIS (EPA)

### ADDENDUM \_\_\_\_\_

#### Overview

Pursuant to Section 255.254, Florida Statutes, no state agency shall lease a facility without having secured from the Department of Management Services (DMS) an evaluation of life-cycle costs based on sustainable building ratings. DMS implements Section 255.254, Florida Statutes, through Rule Chapter 60D-4 of the Florida Administrative Code (FAC). Pursuant to Rule 60D-4.007, FAC, an energy performance analysis (EPA) is required before an agency considers leasing the following facilities:

- buildings larger than 5,000 gross square feet
- spaces larger than 5,000 square feet of rentable area within an existing building

The EPA includes the following procedures:

- the Energy Star rating of the proposed lease -or- the energy performance index for facilities not eligible for an Energy Star rating (see EPA Procedures below)
- the energy cost projection (see EPA Procedures below)
- the computer-based simulation when required in the EPA Procedures (see Computer-Based Simulation Requirements below for additional information)
- the EPA Submission (see EPA Submission Requirements below)

The EPA will be used as selection criteria when soliciting lease proposals. The EPA shall be developed in accordance with the EPA Procedures found below.

#### EPA Procedures

##### 1. Energy Star Rating:

- a. An Energy Star rating shall be developed with actual utility bill data for the previous twelve month period. The Energy Star rating shall be developed with one of the following free software tools:

- 1) the Energy Star Portfolio Manager software, which is available at:

[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)

- 2) the Energy Star Target Finder software, which is available at:  
[http://www.energystar.gov/index.cfm?c=new\\_bldg\\_design.bus\\_target\\_finder](http://www.energystar.gov/index.cfm?c=new_bldg_design.bus_target_finder)
  - b. The minimum acceptable Energy Star rating shall be 50.
  - c. Exceptions:
    - 1) When actual utility bill data is not available for the previous twelve months, including proposed lease spaces that are not separately metered by the utility provider, a computer-based simulation shall be performed that computes the expected annual energy consumption for the proposed lease. The results of the computer-based simulation shall be used to generate the Energy Star rating in lieu of utility bills.
    - 2) When the proposed lease does not meet the eligibility criteria for an Energy Star rating regarding the type or allocation of space, an energy performance index (kBtu per gross square foot per year) shall be developed manually in lieu of the Energy Star rating with one of the following sources:
      - actual utility bill data for the previous twelve months
      - the expected annual energy consumption developed with a computer-based simulation
  - d. Renovations: When renovations are performed or proposed to improve the energy performance of the proposed lease, a computer-based simulation shall be performed to provide the expected annual energy consumption required to develop one of the following:
    - 1) an Energy Star rating for the proposed lease
    - 2) the energy performance index (kBtu per gross square foot per year) for proposed leases that are not eligible for an Energy Star rating
2. Energy Cost Projection:
- a. Annual energy cost: The total expected annual energy cost for the proposed lease shall be derived from one of the following sources:
    - 1) the average annual energy costs based on actual utility bills for the previous three years
    - 2) current utility rates and a computer-based simulation when actual utility bill data for the previous three years is not available
  - b. A cost utilization index (total energy cost per gross square foot per year) shall be developed with the annual energy cost data described above.
  - c. The cost utilization index (total energy cost per gross square foot per year) shall be projected forward for each contract year of the proposed lease based on one of the following:
    - 1) the average annual energy escalation rate derived from actual utility bill data for the previous three years
    - 2) an escalation rate approved by the agency when actual utility bill data for the previous three years is not available
  - d. Renovations: When renovations are performed or proposed to improve the energy performance of the proposed lease, current utility rates and the required computer-based simulation shall be used to develop the cost utilization index (total energy cost per gross square foot per year).

## **Computer-Based Simulation Requirements**

When a computer-based simulation is required to develop the EPA (see EPA Procedures above), the computer-based simulation shall be consistent with the following requirements:

1. The computer-based simulation shall be performed by an engineer licensed in Florida.
2. The computer-based simulation program shall be one of the following commercially-available software programs:
  - a. DOE-2
  - b. BLAST
  - c. eQuest
  - d. EnergyPlus
  - e. Carrier HAP
  - f. Trane TRACE
  - g. Other programs determined by DMS to be consistent with Rule 60D-4.005, FAC.
3. The computer-based simulation shall model total energy consumption for the proposed lease.
4. The computer-based energy simulation shall model all of the following loads that exist or shall exist as a result of renovations in the proposed lease:
  - a. lighting
  - b. internal equipment loads
  - c. service water heating
  - d. space heating
  - e. space cooling
  - f. fans
  - g. pumps

### **EPA Submission Requirements**

The EPA submission shall contain all of the following information:

1. A description of the proposed lease property that includes:
  - a. gross square footage (for separately-metered buildings)
  - b. rentable square footage (for spaces within specified buildings)
  - c. type of space
  - d. occupancy level
  - e. operating schedule
  - f. address of the facility
2. Copies of the actual utility bill statements for the previous three years (if available). Historical consumption and cost data from the utility provider will be considered acceptable.
3. Copies of the utility bill statements for the previous one year (if available). Historical consumption and cost data from the utility provider will be considered acceptable.
4. Energy Star software forms:
  - a. "Statement of Energy Performance" (when Energy Star Portfolio Manager is used)
  - b. "Target Energy Performance Results" (when Energy Star Target Finder is used)
5. Energy performance index and calculations (when the proposed lease is not eligible for an Energy Star rating).
6. The cost utilization index, projection, and calculations.
7. Input and output sheets from the computer-based simulation program (when a computer-based simulation is required).

8. The name, address, firm name, and license number of the engineer who performed the computer-based simulation (when a computer-based simulation is required).
9. A description of all energy-related features, including:
  - a. type of energy-consuming systems and equipment
  - b. size of energy-consuming systems
10. A detailed description of all renovations performed or proposed to improve energy performance.
11. Delivery: The energy performance analysis shall be mailed or delivered to the department pursuant to Section 255.254(1), Florida Statutes at the address listed here:

**DMS EPA Review**  
**4050 Esplanade Way, Suite 335**  
**Tallahassee, Florida 32399-0950**  
**(850) 488-1817**

**ATTACHMENT G**

AGENCY DISCLOSURE AND COMMISSION AGREEMENT

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

**COMMISSION AGREEMENT  
REPRESENTATION OF THE STATE OF FLORIDA AND ITS RESPECTIVE AGENCIES**

**ATTACHMENT G**

Agreement ("Agreement") is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2010/11, by and between \_\_\_\_\_ ("Owner") and The Florida State University ("Tenant"), and \_\_\_\_\_ Cushman and Wakefield of Florida, Inc. (Tenant Broker).

The following provisions are true and correct and are the basis for this Agreement:

A. Owner has legal title to a property located at \_\_\_\_\_, in \_\_\_\_\_ County, Florida on which tract is an office building/project commonly known as \_\_\_\_\_ the ("Building"), and which is further described as, or a portion of, Property

Appraisers Parcel Number: \_\_\_\_\_.

B. Broker has presented the office space needs of Tenant to Owner and has and will render services in connection with the leasing of office space to the Tenant.

C. Should a Lease (herein so called) be consummated, Owner has agreed to pay The State of Florida a real estate commission in consideration for services rendered and to be rendered in consummating a Lease pursuant to the terms and conditions set forth herein.

D. Owner understands and agrees that Broker is serving solely as a representative of Tenants' interest. Likewise, Owner acknowledges that the applicable fee structure(s) defined below, as mutually agreed between Owner, Broker and Tenant, will be (has been) considered and included within the Owner's proposal for lease.

NOW THEREFORE, in consideration of the mutual promises set forth herein and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **AGREEMENT TO PAY COMMISSION.** Owner hereby agrees to pay a real estate commission to Tenant in a sum equal to four percent (4%) of the total Gross Rentals to be paid to Owner over the term of the lease (with no offset). Should a lease term be for a period greater than ten years, Owner will pay only two percent (2%) of the total Gross Rentals to be paid to Owner for the period exceeding the 120<sup>th</sup> month of rental payments. The commission on any expansion shall be equal to four percent (4%) of the total additional Gross Rents added to, or above the total rents of the original lease, if the tenant broker is involved. The commission on any renewal period or tenant-at-will period shall be two percent (2%) of Total Gross Rentals.
2. **PAYMENT OF COMMISSION.** The commission shall be due and payable to Tenant in cash (i) one half (1/2) at the time the Lease is signed and (ii) the balance on the earlier to occur of (a) the first day that Tenant occupies all or any portion of the space covered by the Lease, or (b) commencement of the term under the Lease. If Tenant's space is expanded or if the Lease is renewed, the commission in relation to such renewal or expansion will be due and payable in full at the time of stay-in-place, modification or renewal notice covering the expansion or renewal is executed by Owner and Tenant, if Tenant Broker is involved. Tenant hereby agrees to pay to Broker said commissions based on a separate agreement between Tenant and Broker.
3. **SUCCESSORS AND ASSIGNS.** The obligation to pay and the right to receive any of the commissions described above shall inure to the benefit and obligation of the respective heirs, successors and/or assigns of Owner or Broker. In the event of a sale or an assignment of the Property which includes Tenant's demised premises, Owner agrees to secure from the purchaser or assignee a written recordable agreement under which the new owner or assignee assumes payment to Tenant of all commissions payable hereunder.
4. **REPRESENTATION OF TENANT.** Although Owner will pay the commission to Tenant, who will in turn pay Broker, Broker will not be representing Owner in the contemplated lease transaction. Broker will be representing only Tenant in such transaction. Owner acknowledges and agrees that it is responsible for any commissions due any other broker with respect to this transaction
5. Owner agrees to disclose to Broker and to Tenant any and all information which Owner has regarding the condition of the property including, but not limited, to structural, mechanical and soil conditions, the presence of and location of asbestos, PCB transformers, other toxic, hazardous or contaminated substances, and underground storage tanks in, on, or about the Property. Broker is authorized to disclose any such information to Tenant.

- 6. Each signatory to this Agreement represents and warrants that it has full authority to sign this Agreement on behalf of the party for whom he signs and that this Agreement binds such party.
- 7. This agreement constitutes the entire Agreement between Owner and Tenant and Broker and supersedes all prior discussions, negotiations, and agreements, whether oral or written. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Tenant and Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and assignees of the parties.

**8. NOTICES:**

To Tenant Broker: Judy Stenta, Sr. Account Manager, Global Client Solutions

..... Cushman and Wakefield of Florida, Inc.

..... 210 N. Franklin Street, Suite 3600, Tampa, FL 33602

To Owner:

..... \_\_\_\_\_

..... \_\_\_\_\_

To Tenant:

..... \_\_\_\_\_

..... \_\_\_\_\_

..... \_\_\_\_\_

9. LEGAL DESCRIPTION (if not attached as Exhibit "A")

AGREED AND ACCEPTED this \_\_\_\_ day of \_\_\_\_\_, 2010/11

<p><b>TENANT AGENCY:</b></p>  <p>By _____  <small>Print or Typewritten</small></p> <p>_____</p> <p>_____</p> <p><small>Title</small></p>	<p><b>OWNER:</b></p>  <p>By _____  <small>Print or Typewritten</small></p> <p>_____</p> <p><small>Title</small></p>	<p><b>TENANT BROKER:</b></p>  <p>By _____  <small>Print or Typewritten</small>          Larry Richey</p> <p><u>Senior Managing Director</u>  <u>Cushman &amp; Wakefield of Florida</u></p> <p><small>Title</small></p>
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**ATTACHMENT H**

SPECIAL POWER OF ATTORNEY

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles

**ITN ATTACHMENT H  
SPECIAL POWER OF ATTORNEY  
LEASE 760:0530**

I, \_\_\_\_\_, \_\_\_\_\_,  
Name Street Address  
\_\_\_\_\_, \_\_\_\_\_, appoint \_\_\_\_\_,  
City, State Zip Code Name  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Street Address City, State Zip  
Code

as my attorney in fact to act in my capacity to do any and all of the following:

Any acts necessary regarding the entering of a bid for Lease Agreement No. \_\_\_\_\_  
with the State of Florida, Department of Revenue, \_\_\_\_\_  
Program,  
for the Building at \_\_\_\_\_, \_\_\_\_\_, FL  
Street Address City  
\_\_\_\_\_, title to said property being held by \_\_\_\_\_,  
Zip Code Name

The rights, powers, and authority of my attorney in fact to exercise any and all of the rights and powers granted shall remain in full force and effect until this Power of Attorney is revoked by me or, the herein above Lease is awarded by the Department of Revenue.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
Name  
personally known to me, who, after first being sworn by me, affixed his/her signature in  
the  
space provided above this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(SEAL)  
Notary Public

---

Printed Name of Notary Public

My Commission Expires:

**ATTACHMENT I**

JANITORIAL SERVICES

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles



**STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES**

**JANITORIAL SERVICES**

**ADDENDUM \_\_\_\_\_**

**LEASE NUMBER: \_\_\_\_\_**

The lessor agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid) and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accord with the following schedule:

<b>FLOORS</b>	
<b>DAILY:</b>	Carpeted Areas – Vacuum Non-carpeted Areas – Dust mop Remove gum and other materials. Spot damp mop and to remove stains or spots.
<b>WEEKLY:</b>	Non-Carpeted Areas – Damp mop and spray buff.
<b>SEMI-ANNUALLY:</b>	Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates.
	Strip, reseal and wax all normally waxed floors.
<b>ANNUALLY:</b>	Machine clean all carpets throughout the facility.
<b>WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.</b>	
<b>WEEKLY:</b>	Spot Clean Clean light switch plates and surrounding wall areas. Dust windowsills, ledges, fixtures, etc.
<b>MONTHLY:</b>	Dust or vacuum HVAC registers.
<b>ANNUALLY:</b>	Clean all light fixture diffuses and dust light bulbs.
<b>WINDOWS AND GLASS</b>	
<b>DAILY:</b>	Spot clean entrances and vicinity glass both in and outside. Spot clean directory and internal glass or windows.
<b>SEMI-ANNUALLY:</b>	Clean inside of external windows.
<b>WATER FOUNTAINS</b>	
<b>DAILY:</b>	Clean and sanitize. Replenish supply of disposable cups (if applicable).

<b>FURNISHINGS</b>	
<b>AS NEEDED, BUT AT LEAST WEEKLY:</b>	Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc. Do not disturb any papers lying on desks or cabinets Dust and clean all ornamental wall decorations, picture, charts, chalkboards, etc. Dust draperies, venetian blinds, or curtains.
<b>SEMI-ANNUALLY:</b>	Vacuum all drapes, venetian blinds, or curtains.
<b>TRASH AND REFUSE</b>	
<b>DAILY:</b>	Empty and clean all trash receptacles. Receptacle liners are to be used. Change as necessary. Remove all collected trash to external dumpsters or trash containers. In conference rooms, reception areas, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.
<b>CIGARETTE URNS AND ASHTRAYS</b>	
<b>DAILY:</b>	Empty and clean all cigarette urns. Empty and damp wipe all ashtrays.
<b>ELEVATORS – (If Applicable)</b>	
<b>DAILY:</b>	If carpeted, vacuum. If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots. Clean hardware and control panels.
<b>WEEKLY:</b>	Vacuum door tracks. Damp mop floors and spray buff if not carpeted.
<b>STAIRWELLS (If Applicable)</b>	
<b>DAILY:</b>	Remove accumulated trash. Spot sweep as required.
<b>WEEKLY:</b>	Sweep. Dust mop to remove stains. Dust handrails, ledges, etc. Spot clean walls and doors.
<b>RESTROOMS</b>	
<b>DAILY:</b>	Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, and soap. Check and replace, as necessary, deodorizer bars/room air freshener units.
<b>MONTHLY:</b>	Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.
<b>LOUNGE AND KITCHEN AREAS (If Applicable)</b>	
<b>DAILY:</b>	Clean and sanitize sinks and counter areas.
<b>EXTERIOR</b>	
<b>DAILY:</b>	Sweep outside area immediately adjacent to building entrances. Keep parking lot and surrounding grass areas free of trash.
<b>WEEKLY:</b>	Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc.

**MAINTENANCE SERVICES**

In reference to Articles III and V of the lease agreement:

1. Filters for HVAC shall be changed every 90 days at a minimum and more often as conditions warrant.
2. All painted surfaces in the facility shall be freshly painted at the commencement of this lease, if needed, and at least once every three years thereafter during the lease term and any renewals thereof. Touch up painting to be done as needed.
3. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

In providing any or all of the before mentioned services:

1. Janitorial staff are to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.
2. Only actual employees of the janitorial contractor are to be admitted to the premises.
3. During after hours cleaning, all outside doors are to be locked and janitorial staff are not to provide access into the facility to anyone.
4. Janitorial staff are to check exterior doors and windows to ensure the facility is secure at the time of leaving the facility.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Lessor Signature

**(SEAL)**

**ATTACHMENT J**

PROTOTYPICAL FLOOR PLAN LAYOUT

Lease 760:0530

Broward County Motorist Service Center

Department of Highway Safety and Motor Vehicles