REQUEST FOR LEASE PROPOSALS

RLP #0001

To Provide: **Office Space**

For: **Department of Human Services & Department of Child Protection Services in Jackson, MS**

Issue Date: 06/20/2018

Pre-Proposal Conference: 06/25/2018, 2:00 p.m., 13th Floor Woolfolk Building

Department of Human Services & Department of Child Protection Services

660 North Street, Suite 200
Jackson, MS 39202

Contact

Jerry Butler, Jr., Deputy Executive Director of Administration
Phone: (601) 359-4457
E-Mail: Chip.Butler@mdhs.ms.gov

Proposals Due: 07/20/2018 at 2:00:00 p.m.

SECTION 1

1.1 Proposal Acceptance Period

The Original shall be signed and submitted in a sealed envelope or package to 660 North Street, Suite 200, Jackson, MS 39202 no later than the time and date specified for receipt of lease proposals. Timely submission of the lease proposal is the responsibility of the bidder. Lease proposals received after the specified time shall be rejected and returned to the offeror unopened. The envelope or package shall be marked with the lease proposal opening date and time, and the RLP number to prevent premature opening by the Department of Human Services. The time and date of receipt will be marked on the outside of the envelope or package by the Department of Human Services. Failure to submit lease proposal on the proposal form provided or to include required documents may be cause for rejection of the lease proposal as non-responsive. The Department of Human Services may, but is not obligated to, consider the omission of any information requested as an informality, or irregularity, when in their opinion the omitted information does not alter the amounts contained in the submitted lease proposal, or place other offerors at a disadvantage.

1.2 Timeline

• Request for Lease Proposal (RLP) Issue Date:	06/20/2018
• Pre-Proposal Conference Date:	06/25/2018, 2:00 p.m. CST
• Questions to Department of Human Services:	06/29/2018, 5:00 p.m. CST
• Anticipated Posting of Written Answers to Questions:	07/06/2018, 5:00 p.m. CST
• Proposal Package Submission Deadline/Opening:	07/20/2018, 2:00 p.m. CST
• Anticipated Notice of Intent to Award:	08/31/2018, 5:00 p.m. CST
• Anticipated Post-Award Debriefing Request Date:	09/05/2018, 5:00 p.m. CST
• Post-Award Debriefing Held By Date:	09/12/2018, 5:00 p.m. CST
• Protest Deadline Date:	09/21/2018, 5:00 p.m. CST

1.3 Expenses Incurred

The Department of Human Services accepts no responsibility for any expense incurred by the offeror in the preparation or presentation of a Lease Proposal. Such expenses shall be borne exclusively by the offeror.

1.4 Proposal Form

All pricing must be submitted on the proposal form (**RPM-2/RPM-2A**, attached). Failure to complete and/or sign the proposal form may result in the offeror being deemed nonresponsive. The offeror agrees that submission of a signed proposal form is certification that the offeror will accept an award made to it as a result of the submission

and agrees to all contract terms and conditions in the attached proposed form of lease contract (**RPM-5**, attached). No oral bids will be considered.

1.5 Registration with Mississippi Secretary of State

By submitting a proposal, the offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.6 Debarment

By submitting a lease proposal, the offeror certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or Federal Government and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi.

1.7 Withdrawal of Proposal

An offeror may withdraw a lease proposal, prior to the time set for the opening of proposals, upon request; however, no proposal may be withdrawn after such time except when notice of a claim of error by offeror is submitted in writing to the Department of Human Services within two (2) working days after the proposal opening and all of the following conditions are met:

2.9.1 The proposal is submitted in good faith;

2.9.2 The proposal price is substantially low than those of other offerors because of a mistake;

2.9.3 The mistake is a clerical error, not an error of judgment; and,

2.9.4 Objective evidence is drawn from original work papers, documents, and other materials used in the preparation of the proposal demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity.

1.8 Additional Information

Questions about the procurement shall be submitted in writing to Jerry Butler, Jr. by Mail at 660 North Street, Suite 200, Jackson, MS 39202, or by E-Mail at Chip.Butler@mdhs.ms.gov. Offerors are cautioned that any statements made by contact persons that cause a material change to any portion of the procurement

documents shall not be relied upon unless subsequently ratified by a formal written addendum amending the procurement documents.

1.9 Amendments

Should an amendment to the RLP be necessary, it will be issued as an addendum and posted on the DHS website as well as the DFA website (http://www.dfa.ms.gov) in a manner that all offerors will be able to view. Further, offerors must acknowledge receipt of any addendum to the solicitation by identifying on the applicable space on the proposal form provided (**RPM-2/RPM-2A**, attached). Failure to acknowledge any such addendum shall cause proposal to be deemed non-responsive. It is the offeror's sole responsibility to monitor the website for amendments to the RLP.

1.10 Form of Contract

Contract shall be a firm fixed-price agreement Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management, Real Property Division standard lease (**RPM-5**, attached).

SECTION 2

2.1 Purpose

The Department Human Services is seeking to establish a lease contract for office space for the Department of Human Services and the Department of Child Protection Services within the Capitol Complex Improvement District as defined by Section 29-5-203 of the Mississippi Code of 1972, Annotated, in the City of Jackson. It is understood that any contract resulting from RLP #0001 requires approval by the Public Procurement Review Board. If any contract is not so approved, it is void and no payment shall be made.

2.2 Space Requirements

The Department of Human Services and the Department of Child Protection Services are seeking not more than 218,011 rentable square feet allocated and distributed in accordance with **Space Program**, attached as **Exhibit A**. Variations of +/-10% for individual spaces may be deemed to be in compliance with the Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management Leasing Manual regulations so long as cumulative impact of such variations does not cause overall space efficiency to exceed 250 SF / Occupant. Only where proposals exceed this space efficiency value but offer a lower overall cost to the State may this be considered, subject to approval of deviation by PPRB. Where no such cost advantage exists, such proposals shall be rejected as non-responsive.

2.3 Term

The initial term of contract shall be for a period of 20 years. Upon written agreement of both parties at least 120 days prior to the end of the contract time, the contract may be renewed by the Department of Human Services for up to two (2) additional five-year periods under the same terms and conditions as in the original contract subject to approval by PPRB. Price for renewal period(s) shall be in accordance with amounts indicated on proposal form only.

2.4 Occupancy Sequence

The Department of Human Services and the Department of Child Protection Services require space to be provided in three (3) primary phases with initial occupancy of first phase no later than January 1, 2019. Rent shall not accrue until space is occupied by tenant and shall be prorated based upon phased occupancy until tenants of all three (3) phases are in their respective final locations.

2.4.1 1st Phase: Approximately 180,018 rentable square feet consisting of spaces not otherwise identified as 2nd Phase or 3rd Phase in **Space Program** (**Exhibit A**, attached). Provision of all or part of this phase via temporary means or multiple moves is acceptable; however, cost of any/all subsequent relocation of tenant furniture and/or equipment shall be borne by the Offeror. All tenants in this phase shall be in **final** locations on or before May 1, 2019.

2.4.2 2nd Phase: Approximately 17,060 rentable square feet consisting of spaces identified as 2nd Phase in **Space Program** (**Exhibit A**, attached). All tenants in this phase shall be in **final** locations on or before June 1, 2019.

2.4.3 3rd Phase: Approximately 20,933 rentable square feet consisting of spaces identified as 3rd Phase in **Space Program** (**Exhibit A**, attached). All tenants in this phase shall be in **final** locations on or before July 1, 2019.

2.5 Definitions

For the purposes of this RLP and subsequent Lease Contract, the following terms shall be understood to be defined as follows:

2.5.1 BOMA - Building Owners and Managers Association

2.5.2 Building Amenity Area – conference rooms, break rooms and similar spaces that are available for use by all tenants of a multi-tenant building at no additional cost or with SF rental cost pro-rated among all tenant spaces.

2.5.3 Building Service Area – building lobby, public corridors and public restrooms in multi-tenant buildings as well as janitors' closets, mechanical, electrical and communications rooms and closets, loading docks, shipping and receiving areas, building management and maintenance areas in all buildings.

2.5.4 Major Vertical Penetration – elevators, stairwells, mechanical chases and similar spaces.

2.5.5 Occupant Area – the actual square footage of a building that is useable exclusively by the tenant, and excludes Building Service Areas and Major Vertical Penetrations.

2.5.6 Rentable Area – in a single-tenant building, is equal to Occupant Area. For multi-tenant buildings, is equal to the Occupant Area plus the pro-rated portion of Building Amenity Areas attributable to the Occupant Area. In no case are Building Service Areas to be included in Rentable Area.

2.6 Utilities

Provision of **all** utilities are **not** required to be included in Lease Proposal, however; any utility excluded from Lease Proposal shall be provided with metering of usage within the Occupant Area. Utilities that are excluded from Base Rent shall not be permitted to be billed to the Lessee by the Lessor as additional or pass-thru charges by means of pro-rated values or calculations derived from bills from utility providers in the name of the Lessor. In no instance shall Lessee be responsible for additional charges for utility usage of Building Amenity Areas or Building Service Areas.

2.7 Janitorial Services

Provision of janitorial services are **not** required to be included in Lease Proposal, however; where such services are proposed for inclusion as part of base rent, the following scope of work shall apply:

2.7.1 The following general services are to be provided in areas such as offices, corridors, conference rooms, work rooms, stairwells, elevators, etc:

2.7.1.1 Daily – The following shall be performed on a daily basis each working day:

- Dust and/or spot clean furniture and furnishings;
- Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
- Vacuum and spot clean all carpeting;

- Clean entrance doors, push/kick plates and glass at all other doors and sidelights;
- Spot clean walls and light switch covers;
- Dust mop and wet mop non-carpeted floors;
- Clean and disinfect water fountains; and,
- Wipe chairs and tables and straighten magazines.

2.7.1.2 **Weekly** – The following shall be performed on a weekly basis:

- Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
- Vacuum upholstered furniture and spot clean;
- Dust wall décor;
- Damp wipe stairwell railings;
- Wet mop stairwells, stair treads and landings; and,
- Clean elevator doors, handrails and switch panels.

2.7.2 The following general services are to be provided in all toilet rooms:

2.7.2.1 **Daily** – The following shall be performed on a daily basis each working day:

- Clean and disinfect toilets, urinals and lavatories;
- Empty waste receptacles and install new liners as needed;
- Clean and polish all mirrors;
- Spot clean walls, partitions, doors and push/kick plates;
- Sweep and wet mop floors with disinfectant;
- Replenish paper supplies as needed;
- Refill all dispensers as needed; and
- Clean and polish bright metal finished items.

2.7.3 The following general services are to be provided in all break rooms and kitchens:

2.7.3.1 **Daily** – The following shall be performed on a daily basis each working day:

- Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
- Clean all chairs and tables;
- Sweep and wet mop floors;
- Spot clean walls, doors and push/kick plates;
- Clean and disinfect water fountains;

- Clean tops of trash receptacles;
- Replenish napkin holders; and,
- Clean appliances and fixtures.

2.7.4 The following tasks shall be provided in all areas:

2.7.4.1 **Monthly** – The following shall be performed on a monthly basis:

- Clean the interior of all windows;
- Dust and vacuum vents and grilles;
- Remove spider webs;
- Spot clean exterior entrance walls; and,
- Buff and polish all non-carpeted floors.

2.7.4.2 **Annually** – The following shall be performed each year:

- Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
- Deep extraction cleaning of all carpeted areas.

2.8 Tenantable Condition

Facilities shall be provided, kept, and maintained, at Lessor's expense and with minimal disruption to the Lessee, said demised premises and facilities in a state of tenantable repair during the initial term and any/all subsequent renewals and extensions as defined below for the following components and systems:

2.8.1 Flooring:

2.8.1.1 Carpet – Carpeted areas shall be in good condition, free from stains, pulls, fraying and shall be less than 10 years old at start of lease or shall be replaced prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all carpet shall be replaced a minimum of every 15 years from date of last installation.

2.8.1.2 Resilient – Vinyl Composition Tile, Luxury Vinyl Tile or similar resilient tile / plank floors shall be in good condition, free from scratches, chips, blemishes and shall be less than 15 years old at start of lease or shall be replaced prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all resilient flooring shall be replaced a minimum of every 20 years from date of last installation.

2.8.1.3 Other – Wood, Stone, Terrazzo, Ceramic, Porcelain and other similarly durable flooring shall be in good condition, sound, free from scratches, chips and other damage with any re-finishing, re-sealing, or re-grouting completed prior to start of lease or shall be replaced prior to start of term. Throughout the initial term and any/all subsequent renewals, all such flooring shall be re-finished, re-sealed, or re-grouted on a schedule consistent with respective industry best practice.

2.8.2 Walls:

2.8.2.1 Painted - Painted drywall or plaster walls and partitions shall be in good condition, free from stains, fading, dents, holes and shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted drywall / plaster walls shall be re-painted a minimum of every 7 years from date of last application. Painting of walls shall include any / all applicable base, door frames / trim, window frames / trim, casing, crown, wainscot and other such trim components.

2.8.2.2 Wall Covering – Wall coverings shall be in good condition, free from stains, scratches, peeling, holes and shall have been installed within the previous 5 years or shall be replace or removed with walls painted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all wall coverings shall be replaced (or removed with walls painted) a minimum of every 7 years from date of last application.

2.8.3 Ceilings:

2.8.3.1 Lay-In Acoustical Ceilings – LAT ceilings shall be in good condition, free from warped, yellowed, stained, or otherwise damaged ceiling tiles in properly suspended and supported grid. Ceiling tiles which are in poor condition shall be replaced with tiles matching existing prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all tiles which become damaged over the lease term shall be replaced on at least an annual basis.

2.8.3.2 Painted – Painted drywall or plaster ceilings shall be in good condition, free from stains, fading, dents, holes and shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted drywall / plaster walls shall be re-painted a minimum of every 7 years from date of last application.

2.8.4 Building Envelope:

2.8.4.1 Roof – Roof(s) shall be in good condition, free from leaks, and properly sloped to drains and maintained in such condition throughout the initial term including any/all subsequent renewals. Flat roofs, if any, shall be under manufacturer's warranty and 20 years or less at start of lease or shall be replaced prior to the start of lease term. Throughout the initial term and any/all subsequent renewals, all flat roofs shall be maintained, repaired, replaced and/or restored such that roof covering tenant space is under a manufacturer's warranty continuously throughout the lease term.

2.8.4.2 Exterior Walls – Surfaces shall be in good condition, free from cracks, mold, and mildew, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals. Painted surfaces, if any, shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted surfaces shall be re-painted on a stipulated schedule defined in the Lease. Painting of exterior walls shall include any/all applicable exterior doors, door frames / trim, window frames / trim, soffits, and other such trim components and appurtenances.

2.8.4.3 Joints – All sealant and caulk joints shall be in good condition, free from voids and gaps, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals.

2.8.4.4 Windows & Doors – All exterior openings shall be in good condition, free from cracked or damaged glass, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals. Integrity of sealed insulated and/or coated glazing units shall be maintained throughout the lease term with units that fail during the course of the lease promptly removed and replace with units matching existing. Window & door hardware, weather-stripping, and related components shall be sound, secure and properly maintained to provide for proper operation of same and to ensure both water-tightness and security of building.

2.8.5 Plumbing:

2.8.5.1 General – All existing plumbing and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Plumbing Code and Energy Code.

2.8.5.2 Fixture Quantity – Toilets, urinals, lavatories and drinking fountains shall be included in quantities complying with applicable provisions of the Plumbing Code. In toilet rooms where multiple fixtures are included, such fixtures shall be provided with privacy partitions of phenolic plastic, plastic laminate, enamel finished steel, stainless steel or equivalent. Appropriate toilet room accessories including toilet paper dispensers, soap dispensers, paper towel dispensers and/or electric hand dryers, mirrors, grab bars and coat hooks shall be provided.

2.8.5.3 Fixture Condition – Toilets, lavatories / vanities and drinking fountains shall be in good working condition, free from cracks, leaks or other damage and maintained in such condition throughout the initial term including any/all subsequent renewals.

2.8.5.4 Hot Water Boiler(s) – Equipment shall be in good operational condition, comply with all applicable codes and shall be less than median service life in accordance with ASHRAE Equipment Life Expectancy Chart or replaced prior to start of lease term. Equipment shall be maintained in such condition throughout the initial term including any/all subsequent renewals. Any/all equipment which reaches median service life during the lease term shall be carefully reviewed to determine remaining reliable life and shall be replaced by Lessor when equipment becomes un-reliable or highly inefficient at no additional cost to the Lessee.

2.8.6 HVAC:

2.8.6.1 General – All existing HVAC and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Mechanical Code and Energy Code. HVAC system shall be capable of maintaining temperature within a range of 68 to 78 degrees and humidity within a range 30% to 60%. Indoor Air Quality shall be maintained at all times and in accordance with ASHRAE 62.1 *Ventilation for Acceptable Indoor Air Quality*.

2.8.6.2 HVAC Equipment – Major equipment and components including air conditioners, heat pumps, chillers, cooling towers, boilers, VAV boxes, fans, coils, pumps, motors, starters and controls shall be in good operational condition, comply with all applicable codes and shall be no less than median service life in accordance with ASHRAE Equipment Life Expectancy Chart or replaced prior to start of lease term. Equipment shall be maintained in such condition, including filter replacement, lubrication, provision of chemicals and other required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals. Any/all equipment which reaches median service life during the

lease term shall be carefully reviewed to determine remaining reliable life and shall be replaced by Lessor when equipment becomes un-reliable or highly inefficient at no additional cost to the Lessee.

2.8.6.3 Air Quality – Should, at any time during the initial term and any/all subsequent renewals of this Lease, hazardous material, chemical, or odor be discovered in the leased building in any amounts determined by the Mississippi Department of Environmental Quality to be acceptable, the Lessor will have sixty (60) days from the date of written notice by the Lessee to satisfactorily dispose of the hazardous material, chemical, or odor or the Lessee may terminate the Lease at any time after such period with no penalty to the Lessee. The Base Rent shall be reduced on a prorated basis for any period where Lessee must vacate all or portions of the Rentable Area due to existence of such hazardous condition.

2.8.7 Electrical:

2.8.7.1 General – All existing electrical and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Electrical Code and Energy Code.

2.8.7.2 Lighting – Fixtures shall be in good operational condition, comply with all applicable codes and shall be maintained in such condition, including ballast, starter, and bulb replacement and other required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals.

2.8.8 Elevator, Fire Alarm, Fire Suppression, Security, Access Control:

2.8.8.1 General – All existing and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Electrical Code and Energy Code.

2.8.8.2 Equipment – Any/all such equipment and systems shall be in good operational condition, comply with all applicable codes and shall be maintained in such condition, including any required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals. Lessor shall comply with any/all applicable inspection requirements by authorities having jurisdiction and furnish copies of any/all inspection reports promptly to Lessee.

2.8.9 Security:

2.8.9.1 Doors – Lessor shall be responsible for provision and maintenance of lockable and secure doors to building and tenant spaces.

2.8.9.2 Lighting – Lessor shall be responsible for provision and maintenance of appropriately lighted lobbies, common areas, exterior and parking areas free from dimly lit areas of potential concealment.

2.8.9.3 Safe Environment – Lessor shall be responsible for taking all reasonable steps to prevent loitering, vagrancy or other criminal activity on the premises including, but not limited to promptly reporting all such activity to local law enforcement.

2.8.10 Grounds:

2.8.10.1 General - Ground, pavement and other surfaces directly adjacent to building shall slope away from building to prevent water intrusion. Grade level and sub-grade storm water management features and infrastructure shall be adequate and properly maintained to prevent water intrusion. Lawns, trees, shrubs, landscaped beds, pavements and sidewalks where applicable shall be maintained in good condition throughout the initial term and any/all subsequent renewals.

2.8.10.2 Lawns shall be full, free from weeds, bare spots, ruts and shall be properly cut on a regularly scheduled basis.

2.8.10.3 Trees and shrubs shall be properly pruned.

2.8.10.4 Landscaped beds shall be properly watered and free from weeds.

2.8.10.5 Joints in pavements and sidewalks shall be properly sealed and free from weeds.

2.8.10.6 All areas shall be kept clear from all litter, waste and debris.

2.9 Parking

Sufficient parking within reasonable walking distance of the proposed property must be furnished in the minimum amounts identified and included within the Base Rent throughout the initial term and any/all renewals:

2.9.1 Reserved: A minimum of 550 spaces are required for the exclusive use of the agency's employees and a minimum of 20 spaces are required for the exclusive use of the agency's visitors in one or more surface lots or parking structures.

2.9.2 Shared: A minimum of 150 spaces that may be shared by the Lessee as well as other tenants of the proposed property are required in one or more surface lots or parking structures.

2.10 Additional Requirements

The following items will be included under Section 36 of the standard State lease and included in within the Base Rent of submitted Lease Proposals:

2.10.1 Additional and/or Alternate Hours of Operation: For the purposes of this Lease Contract, normal working hours shall mean 6:00 a.m. to 6:00 p.m. each working day. DHS Executive Director Office, CPS Executive Director Office, Call Center, IT Rooms and entire MIS Operations Suite shall all operate 24 hours per day, 7 days per week, 365 days per year. HVAC system(s) shall be designed to support operation of these spaces without operating unoccupied spaces.

2.10.2 Additional Security: Access control and CCTV shall be furnished and maintained by Lessor. Access control shall be provided with auditable use history and shall be under the control of Lessee. Camera system shall be monitored by Lessor but also able to be monitored by Lessee. System shall be provided with adequate capacity to maintain archived data for a reasonable period of time.

2.10.2.1 Exterior Doors: All exterior entry points shall be provided with card readers and monitored by camera(s).

2.10.2.2 Stairwells: All stairwell entry doors shall be provided with card readers at both stairwell and tenant sides and monitored by camera at tenant side.

2.10.2.3 Elevators: All elevators serving tenant-only floors shall have card readers limiting access to such floors by tenant only.

2.10.2.4 Lobbies/Corridors: All doors to entry lobbies/reception areas on floors occupied by more than one tenant shall be provided with card readers. All such spaces and at appropriate intervals in corridors shall be monitored by cameras.

2.10.2.5 Other Spaces: Computer Lab, Lunch Room and Wellness Area shall be monitored by cameras.

2.10.2.6 Parking Area(s): All parking structures provided shall be illuminated at a minimum of 5 foot-candles. All surface lots shall be illuminated at a minimum of 1.5 foot-candles. All parking provided shall be secure, monitored by cameras and be provided with full time guard posted ruing normal working hours. All surface lots shall be provided with security fencing.

2.10.3 IT Requirements: Fiber shall be provided to the building and to each floor therein. Cat 6 distribution cabling for data and phone shall be provided with a minimum of 2 data drops and 1 phone drop per office/cubicle/work room. Data and phone drops shall be provided at each major wall of conference and similar rooms. Coordinate computer lab power/data/phone locations with Lessee. UPS shall be provided at MIS Operations Room and all IT Rooms.

2.10.4 Generator & Electrical Requirements: DHS Executive Director Office, CPS Executive Director Office, Call Center, IT Rooms and entire MIS Operations Suite shall be on emergency generator with capacity to handle life safety, HVAC and power requirements for these spaces. Lessor shall provide power and connections for Lessee's equipment at Mailroom, printers at MIS Operations, compact shelving at CPS File Room and Adoption Records and cardio equipment at Wellness Area.

2.10.5 Vending: Vending equipment will be furnished at Lunch Room via Mississippi Department of Rehabilitation Services and located at Lunch Room. Equipment includes 5 vending machines, 4 upright refrigerated units and 8 microwaves. Lessor shall coordinate and provide power for Lessee's equipment.

2.10.6 Signage: Provide one (1) metal frame with plastic magnetic back room sign at each space throughout rentable area with braille meeting all ADA requirements. Office and Conference Rooms shall be 6" x 8" with 3" x 8" window for changeable paper insert. Restroom signage shall be 8" x 8" with ADA insignia. Other rooms/spaces shall be minimum 6" x 8" with room number and designation.

2.10.7 Casework: Provide a minimum of 10 linear foot of plastic laminate base and upper cabinets with solid surface or quartz countertops at each Work Room. Provide a minimum of 8 linear foot of plastic laminate base and upper cabinets with solid surface or quartz countertops and double bowl sink at each Break Room and Lunch Room. Provide space and water supply and drain connections at each Break Room for ice machine furnished by Lessee.

2.10.8 Finish Requirements: All offices, cubicle areas, conference rooms, waiting areas, Auditorium, Computer Lab and Call Center shall be provided with carpet tile which shall be 100% solution dyed nylon equivalent to Interface CT101 and not less than 17 oz/SY tufted yarn weight, 1/12 in machine gauge, 0.16 in pile height, 0.104 in pile thickness, 8 stiches per in and 5,885 oz/CY pile density. All restrooms shall be provided with porcelain or ceramic tile with wainscot not less than 44" AFF. Wellness Area shall be provided with rubber multi-functional / sports flooring equivalent to Tarkett Replay Commotion and not less than 3/8" thickness, 65 shore A hardness, 0.8 SCOF slip resistance, 60 IIC acoustical and 1.00 gram weight loss. All other spaces shall be provided with commercial grade LVT equivalent to Interface Drawn Lines and not less than Class III Printed Vinyl Tile, 22 mil wear layer thickness, 4.5 mm total thickness.

2.10.9 Window Treatments: All exterior windows shall be furnished with commercial grade aluminum mini-blinds.

2.10.10 Cubicles: This RLP does **not** require Lessor to provide some or all of the cubicles/system furniture for Lessee's use; however, provision of some or all required cubicles may be included in proposal and cost savings to the State will be taken into consideration in evaluation of cost factor, provided proposed cubicles/system furniture is in good condition and of suitable configuration to meet Lessee's requirements.

SECTION 3

3.1 Insurance

The successful bidder shall maintain insurance which, at a minimum, shall include the following types of insurance and coverage limits. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The Department of Human Services reserves the right to request from carriers, certificates of insurance regarding the required coverage.

3.1.1 Workers' Compensation – as required by the State of Mississippi

3.1.2 Comprehensive General of Commercial Liability

Provide at least $1,000,000 each occurrence for bodily injury, personal injury, accidental death, and property damage with the State of Mississippi added as an additional insured.

3.1.3 Motor Vehicle Liability Insurance

Provide covering all vehicles, owned or otherwise, used in the contract work with limits of at least $1,000,000 per occurrence for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more persons with the State of Mississippi added as an additional insured.

3.1.4 Motor Vehicle Property Damage

Provide covering all property damage by vehicle with limits of $250,000 with the State of Mississippi added as an additional insured.

SECTION 4

4.1 Disqualification

The Department of Human Services reserves the right to reject any and all Lease Proposals. Reasons for rejecting a Lease Proposal include, but are not limited to:

4.1.1 The Lease Proposal is not submitted at or by the specified time;

4.1.2 Failure to meet the minimum, mandatory requirements in this RLP;

4.1.3 The Lease Proposal is incomplete or contains irregularities, which make the Lease Proposal indefinite or ambiguous;

4.1.4 The Lease Proposal is not signed by the Owner or authorized Agent;

4.1.5 The Lease Proposal contains false or misleading information;

4.1.6 The Lease Proposal ultimately fails to meet the announced requirements of the State in some material aspect;

4.1.7 Failure to acknowledge any or all Addenda; or,

4.1.8 The Lease Proposal price is clearly unreasonable.

4.2 Rejection

The agency may at any time prior to the selection of a property and entering into final contract may reject any and all proposals and cancel this RLP, without liability therefore, when doing so is deemed to be in the agency's best interests. The agency accepts no

responsibility for the return of successful or unsuccessful proposals. This RLP in no way obligates the agency to select a property or to enter into a contract with the property owner. The agency reserves the right to reject a proposal if the subject building contains friable asbestos.

4.3 Proposal Evaluation

Lease proposals will be evaluated and awarded to the lowest and best responsive, responsible offeror meeting all mandatory minimum requirements with the highest score of stipulated evaluation factors.

4.3.1 Evaluation Factors

Lease Proposals that have been deemed responsive, responsible and meeting all mandatory minimum requirements will be evaluated in accordance with the following criteria:

4.3.1.1 Cost (45 points): This factor will be evaluated in terms of total cost to the agency and shall include both recurring and one-time costs to the agency over the initial Lease Term and all renewal periods. In addition to base rent, which may be proposed as flat or graduated over the initial Lease Term and renewal periods, the following costs will also be considered:

- Utility costs where all or some are not included in Base Rent. In calculation of estimated utility costs, difference in energy efficiency of HVAC and lighting among various proposals may be taken into consideration. Where offeror has identified estimated costs for utilities not proposed for inclusion in Base Rent that are unrealistic, evaluation may be made based upon estimates calculated by agency staff, RPM staff and/or consultants.
- Janitorial costs where such are not included in Base Rent. Where offeror has identified estimated costs for janitorial services not proposed for inclusion in Base Rent that are unrealistic, evaluation may be made based upon estimates calculated by agency staff, RPM staff and/or consultants.
- Security costs where such are not included in Base Rent and/or where agency has identified additional security is required due to agency needs and/or location of proposed property.
- Parking costs where parking amounts less than those identified in RLP are proposed. Where no parking is

available meeting RLP requirements, such proposals may be deemed non-responsive.

- Other costs incurred by the agency or department over the initial Lease Term and renewal periods as a consequence of tenancy. Cost avoidance due to provision of some/all cubicles/system furniture by Lessor will be considered.
- One-Time Cost of moving and relocation excluding costs or loss of efficiency by staff of agency or department.
- One-Time Cost of information technology installation where not included in Base Rent.

4.3.1.2 Proposed Space Layout (25 points): This factor will be evaluated in terms of efficiency and operational effectiveness of layout of proposed space relative to other Lease Proposals received.

4.3.1.3 Location (10 points): This factor will be evaluated in terms of proximity of other governmental services, convenience to public access, or centrality to a given service area.

4.3.1.4 Parking (10 points): This factor will be evaluated in terms of proximity of tenant and/or visitor parking; however, this factor shall not be used to favor covered parking or surface parking over garage parking.

4.3.1.5 References (10 points): This factor will be evaluated in terms of past performance of Lessor based upon written reference provided by Offeror and/or obtained from previous tenants of Offeror.

4.3.2 Responsive Offeror

Bidder must submit bid including Bid Form and all required Attachments and other documents which conform in all material respects to this Request for Lease Proposals (RLP) #0001, as determined by the Department of Human Services.

4.3.3 Nonconforming Terms and Conditions

A proposal that includes submission of terms and conditions in addition to, or proposed as modifications to, those included in this solicitation shall constitute a conditional proposal and subject to rejection as nonresponsive. The Department of Human Services reserves the right to

permit the offeror to withdraw nonconforming terms and conditions from its proposal prior to determination of responsiveness of offeror.

4.3.4 Conditioning Proposal Upon Other Awards

Any proposal which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

4.3.5 Proposal Submission Format

The Quote package must be sealed and must contain the following:

- Proposal Form (**RPM-2/RPM-2A**, attached)
- Floor plan(s) or diagram(s) of sufficient scale and detail to evaluate compliance with space program. Layout(s) shall be prepared by a Mississippi licensed architect and/or engineer. Layout(s) shall clearly indicate phasing and any sub-phasing required to accomplish occupancy. Any proposal which includes the construction or modification of an existing building, and such work will equal or exceed one hundred thousand dollars ($100,000.00), such drawings shall be prepared by a Mississippi licensed architect and/or engineer and shall be provided to Lessee prior to issuance of notice to proceed of such work for review and confirmation of compliance with Lease Contract.
- Schedule of occupancy to evaluate compliance with required stipulated phases. Schedule shall include any/all sub-phasing and internal moves required to provide and permanently locate tenant into space compliant with all requirements. Offeror shall include the cost of any/all internal moves within their proposal.
- Offeror References (**Exhibit B**)
- Proposed Property Manager(s) Resume(s) including reference contact information.

4.3.6 Confidential Information

Any offeror claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, *et. seq.*, and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

4.3.7 Responsible Offeror

Offeror must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by the Department of Human Services. Offeror shall also meet the following minimum qualifications in order to be deemed responsible:

4.3.7.1 Previous Experience

Offeror shall document a minimum of three (3) years of successful previous experience providing similar space at one or more properties totaling no less than total required by the scope of this RLP. Include a minimum of three (3) contact references including square footage of property maintained for validation of such experience on References Form (**Exhibit B**, attached). All information received from those clients, if contacted, must verify that a high level of satisfaction was provided in conjunction with that property.

4.3.7.2 Supervision

Offeror shall propose provision of experienced and qualified personnel who will be present at all times during performance of any and all operation and maintenance at the property proposed for consideration. Property Manager(s) shall be made available for regularly scheduled progress meetings with representatives of the Department of Human Services and the Department of Child Protection Services on not more than a monthly basis. Offeror shall provide appropriate personnel will be provide same throughout the initial lease term and any/all subsequent renewals or extensions.

4.4 Proposal Opening

Proposal opening will be open to the public; however, this will include opening, reading aloud, and listing the offeror name and proposed property only. No discussions will be entered into with any offeror as to the quality or provisions of the specifications and no award will be made, either stated or implied at the proposal opening.

4.5 Evaluation Committee

An evaluation committee consisting of not less than three (3) members from the Department of Human Services and/or Department of Child Protection Services shall be established for review and evaluation of Lease Proposals. Additional members may also be included from other agencies deemed to be subject matter experts.

4.5.1 Evaluation

The evaluation committed will evaluate proposals only in accordance with the methodology and weighting criteria described in the RLP. Proposals shall be initially classified as: "acceptable", "potentially acceptable", which means reasonably susceptible of being made acceptable; or "unacceptable".

4.5.2 Discussions

Discussions may be, but are in no way required to be, conducted by agency with responsible offerors who submit Lease Proposals determined to be reasonably susceptible to being selected for award. The discussions, if conducted, shall be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors will be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of Lease Proposals may **only** be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

4.5.3 Best and Final Offers

There is no guarantee that the agency will pursue best and final offers. If the agency determines that it is in the best interest of the State to seek best and final offers, the agency will establish a common date and time for the submission of any best and final offers by those Offerors who have submitted Lease Proposals classified by the Evaluation Committee as "acceptable" or "potentially acceptable", as well as identifying any changes to requirements to be included in any best and final offer. Should there be no request for best and final offers, no discussion of or changes in Lease Proposals shall be allowed before the award. If best and final offers are requested by the agency, and offeror does not submit a notice of withdrawal or submit a best and final offer, their immediate previous offer may be construed as their best and final offer.

4.6 Notice of Intent to Award

Notice of Intent to Award, subject to approval of PPRB, shall be made to the winning offeror in writing and shall be posted on the Department of Human Services website in accordance with the timeline indicated in Section 1 of the RLP. Such notice shall also include a tabulation of all proposals received and indicate any proposals rejected as non-responsive or non-responsible.

SECTION 5

5.1 Post-Award Vendor Debriefing

A responding vendor, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Executive Director of the Department of Human Services in accordance with the timeline indicated in Section 1 of the RLP. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a vendor prefers to have legal representation present, the vendor must notify the Executive Director in writing at the time of request and identify its attorney by name, address, and telephone number. The Department of Human Services will schedule any debriefing at which vendor will have legal representation present at a time when a representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post-Award Vendor Debriefing, of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.*

5.2 Protest of Award

Any actual or prospective responding vendor or contractor who is aggrieved in connection with this solicitation or the outcome of the Request for Lease Proposals may file a protest with the Department of Human Services Purchasing Director. The protest shall be submitted on or before 5:00 p.m. CST, September 21, 2018, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the responding vendor or an individual authorized to sign contracts on behalf of the protesting responding vendor, and contain a statement of the reason(s) for protest, citing the law(s), rule(s), or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting responding vendor must provide facts and evidence to support the protest. A protest is considered filed when received by the Purchasing Director via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 p.m. CST, September 21, 2018 will not be considered.

5.3 Contract Terms and Conditions

Contract terms and conditions shall be limited to those as included in the Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management, Real Property Division standard lease (**RPM-5**, attached).

PROPOSAL FORM

Bureau of Building, Grounds and Real Property Management

RPM-2

CONDITIONS FOR SUBMITAL OF LEASE PROPOSAL:

DEADLINE FOR SUBMITTING PROPOSAL: 5:00 pm, Friday, July 20, 2018
ADDRESS TO RECEIVE PROPOSAL: 660 North Street, Suite 200, Jackson, MS 39202
AGENCY REQUESTING PROPOSAL: Mississippi Department of Human Services
AGENCY CONTACT FOR PROPOSAL: Jerry Butler, Jr. (601) 359-4457 or Chip.Butler@mdhs.ms.gov

ADDENDA RECEIPT ACKNOWLEDGMENT: (Failure to acknowledge addenda shall cause proposal to be deemed non-responsive)

Addendum #1 ____ Addendum #2 ____ Addendum #3 ____
Addendum #4 ____ Addendum #5 ____ Addendum #6 ____

OFFEROR CERTIFICATION: (This section must be completed by the owner/agent of the property.)

As the owner/agent of the property offered for lease by this proposal, I understand that award of proposal is not contingent solely on the contact rent quoted herein. The costs for utilities, janitorial services, security, parking, relocation expense, and information technology will all be considered in determining the total cost to agency of the lease. Building condition, location, adaptability, accessibility for the handicapped along with all mandatory minimum requirements identified in the Request for Lease Proposal (RLP) will all be factors in determining the responsibility of this proposal.

As owner/agent of the property offered for lease by this proposal, I understand that my proposal of rent cannot be changed or amended in any manner after the time and date set for the receipt of Lease Proposals unless the agency shall establish a common date and time for the submission of any best and final offers. I understand that the agency is not obligated to seek any best and final offers and instead make an award based upon the initial offers received only.

As owner/agent of the property offered for lease by this proposal, I affirm that the space offered for the amount proposed will be held available to the agency for a period not less than 60 days from the date listed herein as the deadline for receiving lease proposals.

As owner/agent of the property offered for lease by this proposal, I understand that failure to completely fill in all forms and furnish other information as may be identified in the RLP, submitting all items in the form and method as identified in the RLP including acknowledgment of all addenda issued, by the time and date set for the receipt of Lease Proposals may cause my proposal to be deemed non-responsive.

By evidence of my signature, I acknowledge that I have read the conditions stated above before submittal of my proposal and that I fully understand these conditions. I further warrant that the owner(s) of this property will not be in violation of 25-4-105 *Certain actions, activities and business relationships prohibited or authorized* of the Mississippi Code by leasing this property to a state agency.

NOTE: Failure to sign certification will cause proposal to be rejected as non-responsive.

_____
Signature (Property Owner/Agent)

AGENCY CERTIFICATION: (This section filled in by agency representative after receipt of Lease Proposals.)

The building described in this proposal was inspected by_____(Name) for the using agency and accompanied by_____(Name) for the owner on _____(Date). As a result of this inspection, I have found the information submitted by this proposal to be___correct or___in error as described by attachment.

_____
Signature (Using Agency Representative) **Date:**

RPM-2

PROPERTY DETAILS: (This section must be completed by the owner/agent of the property.)

NOTE: Failure to respond completely and/or to include/attach any supplemental documentation identified in the RLP may cause proposal to be rejected as non-responsive.

NAME OF PROPERTY OWNER: _____
ADDRESS: _____
NAME OF PROPERTY AGENT: _____
ADDRESS: _____
TYPE OF SPACE ☐ OFFICE ☐ STORAGE/WAREHOUSE ☐ OTHER, DESCRIBE: _____
SPACE IS: ☐ EXISTING, "AS IS" ☐ TO BE RENOVATED ☐ UNDER CONSTRUCTION ☐ TO BE CONSTRUCTED
DATE OF COMPLETION: _____
ADDRESS OF SPACE OFFERED: _____
DESCRIPTION OF BUILDING: GROSS SQUARE FEET: _____ FLOORS: _____ AGE: _____
TYPE OF CONSTRUCTION: _____
ORIGINAL USE: _____ PRESENT USE: _____
ROOF TYPE: _____ AGE: _____ ACTIVE WARRANTY IN PLACE? ☐ YES ☐ NO
A/C TYPE: _____ AGE: _____ LAST DATE SERVICED: _____
HEAT TYPE: _____ AGE: _____ LAST DATE SERVICED: _____
AVG. CEILING HEIGHT: _____ TYPE(S): ☐ ACT ☐ DRYWALL ☐ PLASTER ☐ OTHER, DESCRIBE: _____
INTERIOR WALL TYPE(S): ☐ DRYWALL ☐ PLASTER ☐ OTHER, DESCRIBE _____
WALL FINISH TYPE(S):
☐ PAINT, LAST RE-PAINTED DATE: _____
☐ WALL COVERING, LAST REPLACED DATE: _____
☐ CERAMIC/PORCELAIN TILE
☐ OTHER, DESCRIBE: _____
FLOOR COVERING TYPE(S):
☐ CARPET, LAST INSTALLED DATE: _____
☐ VCT/VINYL, LAST INSTALLED DATE: _____
☐ CERAMIC/PORCELAIN TILE, LAST INSTALLED DATE: _____
☐ OTHER, DESCRIBE: _____
POWER DISTRIBUTION: ☐ COMPLIES WITH RLP ☐ WILL COMPLY PRIOR TO OCCUPANCY
GENERATOR: ☐ COMPLIES WITH RLP ☐ WILL COMPLY PRIOR TO OCCUPANCY ☐ N/A
TYPE: ☐ NATURAL GAS ☐ DIESEL ☐ DUAL FUEL
DATA/TELEPHONE:
CABLE TYPE: _____
OUTLET QUANTITY: ☐ COMPLIES WITH RLP ☐ WILL COMPLY PRIOR TO OCCUPANCY
SERVER RACKS: ☐ COMPLIES WITH RLP ☐ WILL COMPLY PRIOR TO OCCUPANCY ☐ N/A
DEDICATED SERVER ROOM HVAC: ☐ COMPLIES WITH RLP ☐ WILL COMPLY PRIOR TO OCCUPANCY ☐ N/A
LIGHTING: TYPE _____
NUMBER OF BATHROOMS: PUBLIC: _____ TENANT ONLY: _____
ADA COMPLIANT: ☐ YES ☐ TO BE MODIFIED TO COMPLY WITH ADA
DOES THIS BUILDING CONTAIN ASBESTOS? ☐ YES ☐ NO
IF YES, IS THE ASBESTOS NON-FRIABLE? ☐ YES ☐ NO, WILL BE ABATED PRIOR TO OCCUPANCY
IF YES, DESCRIBE BY LOCATION: _____
TOTAL RENTABLE SQUARE FEET PROPOSED FOR LEASE: _____
PROPOSED 1ST FLOOR SPACE (IF ANY): _____ SQ. FT. PROPOSED SPACE OTHER FLOOR LEVELS: _____ SQ. FT.
ARE ANY SHARED BUILDING SERVICE AREA(S) INCLUDED?
DESCRIBE SPACE(S) INCLUDED: _____
IF INCLUDED, IS THIS PROVIDED AT NO ADDITIONAL COST? ☐ YES ☐ NO
IF SPACE INCLUDED IN RENTABLE SF, IDENTIFY SF OF SPACE(S) AND PRO-RATED AMOUNT ASSESSED: _____

NOTE: Rentable Area, in a single-tenant building is equal to Occupant Area. For multi-tenant buildings, Rentable Area is equal to the Occupant Area plus the pro-rated portion of Building Amenity Areas attributable to the Occupant Area. Occupant Area shall be calculated in accordance with BOMA standards and shall exclude Building Service Areas (building lobby, public corridors, and public restrooms in multi-tenant buildings as well as janitors' closets, mechanical, electrical and communications rooms and closet, loading docks, shipping and receiving areas, building management and maintenance areas in all buildings) and Major Vertical Penetrations.

RPM-2

FINANCIAL DETAILS: (This section must be completed by the owner/agent of the property.)

NOTE: Fill out "FLAT RATE" or "GRADUATED RATE" sections as appropriate, but not BOTH.

BASE TERM: 20 YEARS

ANNUAL $ AMOUNT (**FLAT RATE**): $_____ = _____(RENTABLE SF) x _____(FLAT RATE PER SF)

Total Rent Over 20 YEARS: $_____ (Above Amount Times Base Term Years)

ANNUAL $ AMOUNT (**GRADUATED RATE**):

Year 1: $_____ = _____(RENTABLE SF) x _____ (YEAR 1 RATE PER SF)
Year 2: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)
Year 3: $_____ = _____(RENTABLE SF) x _____ (YEAR 3 RATE PER SF)
Year 4: $_____ = _____(RENTABLE SF) x _____ (YEAR 4 RATE PER SF)
Year 5: $_____ = _____(RENTABLE SF) x _____ (YEAR 5 RATE PER SF)
Year 6: $_____ = _____(RENTABLE SF) x _____ (YEAR 6 RATE PER SF)
Year 7: $_____ = _____(RENTABLE SF) x _____ (YEAR 7 RATE PER SF)
Year 8: $_____ = _____(RENTABLE SF) x _____ (YEAR 8 RATE PER SF)
Year 9: $_____ = _____(RENTABLE SF) x _____ (YEAR 9 RATE PER SF)
Year 10: $_____ = _____(RENTABLE SF) x _____ (YEAR 10 RATE PER SF)
Year 11: $_____ = _____(RENTABLE SF) x _____ (YEAR 11 RATE PER SF)
Year 12: $_____ = _____(RENTABLE SF) x _____ (YEAR 12 RATE PER SF)
Year 13: $_____ = _____(RENTABLE SF) x _____ (YEAR 13 RATE PER SF)
Year 14: $_____ = _____(RENTABLE SF) x _____ (YEAR 14 RATE PER SF)
Year 15: $_____ = _____(RENTABLE SF) x _____ (YEAR 15 RATE PER SF)
Year 16: $_____ = _____(RENTABLE SF) x _____ (YEAR 16 RATE PER SF)
Year 17: $_____ = _____(RENTABLE SF) x _____ (YEAR 17 RATE PER SF)
Year 18: $_____ = _____(RENTABLE SF) x _____ (YEAR 18 RATE PER SF)
Year 19: $_____ = _____(RENTABLE SF) x _____ (YEAR 18 RATE PER SF)
Year 20: $_____ = _____(RENTABLE SF) x _____ (YEAR 18 RATE PER SF)

Total Rent Over 20 YEARS: $_____ (Total of Annual Amounts Above)

Rent to be paid on a ☐ MONTHLY ☐ QUARTERLY ☐ YEARLY basis.

FIRST RENEWAL TERM: 5 YEARS

ANNUAL $ AMOUNT (**FLAT RATE**): $_____ = _____(RENTABLE SF) x _____(FLAT RATE PER SF)

Total Rent First Renewal: $_____ (Above Amount Times Renewal Term Years)

ANNUAL $ AMOUNT (**GRADUATED RATE**):

Year 1: $_____ = _____(RENTABLE SF) x _____ (YEAR 1 RATE PER SF)
Year 2: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)
Year 3: $_____ = _____(RENTABLE SF) x _____ (YEAR 1 RATE PER SF)
Year 4: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)
Year 5: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)

Total Rent First Renewal: $_____ (Total of Annual Amounts Above)

SECOND RENEWAL TERM: 5 YEARS

ANNUAL $ AMOUNT (**FLAT RATE**): $_____ = _____(RENTABLE SF) x _____(FLAT RATE PER SF)

Total Rent Second Renewal: $_____ (Above Amount Times Renewal Term Years)

ANNUAL $ AMOUNT (**GRADUATED RATE**):

Year 1: $_____ = _____(RENTABLE SF) x _____ (YEAR 1 RATE PER SF)
Year 2: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)
Year 3: $_____ = _____(RENTABLE SF) x _____ (YEAR 1 RATE PER SF)
Year 4: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)
Year 5: $_____ = _____(RENTABLE SF) x _____ (YEAR 2 RATE PER SF)

Total Rent Second Renewal: $_____ (Total of Annual Amounts Above)

TOTAL RENT (BASE TERM TOTAL PLUS FIRST AND SECOND RENEWAL TERMS TOTALS): $_____

UTILITIES:

Elec. ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.
Gas ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.
Water ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.
Sewer ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.
Trash ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR

JANITORIAL:
Services: ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.
Supplies: ☐ INCLUDED ☐ NOT INCLUDED, IDENTIFY ESTIMATED COST: $_____ YR.

TAXES: Owner/agent shall include any applicable taxes in base rent amount. For purposes of reporting only, identify:
PROPERTY TAXES: $_____ YR.
OTHER AD VALOREM TAXES: $_____ YR.

SECURITY:
Access Control System ☐ INCLUDED ☐ CONDUIT ONLY ☐ NOT INCLUDED ☐ MONITORED
ESTIMATED COST FOR MONITORING IF NOT INCLUDED: $_____ YR
Building Receptionist ☐ YES ☐ NO
Building Security Officer(s) ☐ INSIDE ☐ OUTSIDE ☐ BOTH
DAYS OF WEEK INCLUDED IF PROVIDED ☐ Monday thru Friday ☐ Weekends
HOURS INCLUDED IF PROVIDED ☐ Regular Working Hours ☐ 24/7

PROPERTY CONDITIONS: (This section must be completed by the owner/agent of the property.)

☐ Owner/agent proposes existing property "as is" and represents that this meets all Agency's requirements without any modifications required prior to occupancy.

NOTE: If space is proposed "as-is" and agency cannot confirm that existing property complies with all noted requirements, proposal may be rejected as non-responsible.

☐ Owner/agent includes in Proposal any/all modifications to existing property required to meet the Agency's requirements prior to occupancy. RPM-2A form must be included with Proposal to be considered responsive. Such modifications required to comply with the Agency's requirements and/or proposed by owner/agent as a part of his Proposal will include:
Revisions to interior layout to comply with space needs: ☐ YES ☐ NO
Revisions to comply with Code/ADA: ☐ YES ☐ NO
New paint/wall covering/tile/other finishes (Inside): ☐ YES ☐ NO ☐ PARTIAL (Explain on attachment)
New paint (Outside): ☐ YES ☐ NO
New floor covering: ☐ YES (Explain scope on attachment) ☐ NO
New Roof: ☐ YES ☐ NO
New A/C unit (Inside): ☐ YES ☐ NO
New A/C unit (Outside): ☐ YES ☐ NO
New heating equipment: ☐ YES ☐ NO

FLOODPLAIN: (This section must be completed by the owner/agent of the property.)

☐ Owner/agent represents existing property is not in an "A" or "V" flood zone
☐ Owner/agent represents existing property is in an "A" or "V" flood zone, but will provide flood insurance as required.

PARKING: (This section must be completed by the owner/agent of the property

Number of spaces reserved for agency use only: _____ Number of shared spaces available for agency/visitors: _____
Spaces on-site:_____ Spaces adjacent to or near site:_____ If off-site, distance from site: _____
Parking ownership: _____ LESSOR _____ OTHER
Cost of parking: _____ INCLUDED _____ NOT INCLUDED
Cost for parking if **not** included: $_____/YEAR = $_____PER SPACE x _____ NUMBER OF SPACES

NOTE: Only the lease form included in this RLP will be used for execution of this lease. Submission of a Lease Proposal by Offeror shall be considered acquiescence to the terms and conditions such lease. No supplemental terms or conditions or modifications to such lease included by Offeror shall be considered.

I warrant that this building will be in good repair on the 1st date of occupancy and that it meets or exceeds all state and local building codes, fire and safety regulations, and zoning ordinances. _____ YES _____NO (If "No", explain on attachment)

DISCLOSURE of ALL owners, partnerships, or corporate members holding an interest in this property other than the owner/agent listed herein:

_____

The owner(s) of this property hereby self-identify themselves as belonging to one or more of the following categories:

_____ American Indian _____ Hispanic _____ Black _____ Asian _____ Female _____ Small Business

The owner(s) of this property understand that the purpose of identification by one or more of the above categories is to provide the agency with information concerning minority/small business status. This information will not be used in the analysis of the proposal. If none of the above categories are marked, the owners will not be identified as a minority/small business.

This proposal is submitted by the ☐ OWNER ☐ AGENT of the property offered for lease by this proposal.

_____ _____

Signature (Owner/Agent) **Date**

_____ _____

Address **Phone Number**

NOTE: For existing properties, include two exterior photos and two interior photos of the building as well as floor plan / diagram indicating existing layout including SF of each space. For new properties or properties where interior layout modifications are proposed, include floor plan / diagram indicating proposed layout including SF of each space.

NEW CONSTRUCTION / MAJOR ALTERATION CERTIFICATION

Bureau of Building, Grounds and Real Property Management

RPM-2A

PROPOSAL INCLUDING NEW CONSTRUCTION OR MAJOR ALTERATION CERTIFICATION:

As builder/contractor/owner/agent, I understand that the submittal of a proposal to lease space to a state agency in a building I intend to build/renovate/remodel will be considered by the agency in the same manner as lease proposals for existing buildings.

I understand that unless specifically noted in the Request for Lease Proposal (RLP), that this proposal shall not be construed to be a precursor to an agreement for the ultimate acquisition of real property by the state, and that no agency of the state, or employee of the state, without specific authorizing legislation or the prior approval of the State Bond Commission has the authority to obligate or otherwise commit the state to any continued occupancy beyond the base term specified in the lease.

I understand that the agency, when considering my proposal for a lease in a building I intend to construct/remodel/renovate, will view this building as if completed and available for lease to parties other than the state agency receiving my proposal, whether the specifications used for the building were designed by the builder/contractor/owner/agent or other party.

I understand that if the building I intend to construct/remodel/renovate is not completed per the specifications listed in my proposal by the date specified in the lease, the state agency that executed the lease will have the option to (1) unilaterally reduce the rent proportionately by the number of days after the date specified in the lease that the agency occupies the building, or, (2) terminate the lease. Should the lease be terminated, neither the state agency that executed the lease, nor any other state agency will be liable to pay any of the rent or any cost incurred by the builder/contractor/owner/agent of the building for construction/remodeling/renovation.

I understand that neither the agency executing the lease, not other agency of the State, will be obligated to pay the builder/contractor/owner/agent of the building any amount other than the rent specified in the lease for the term of their occupancy of the building, whether or not this amount fully reimburses the builder/contractor/owner for the cost of the construction/remodeling/renovations of the building.

I understand that no condition of the lease can provide for any lump-sum payment for construction/remodeling/renovation or any payments in advance other than for rent, which shall be prorated in equal payments through the term of the lease.

I understand that should I elect not to sign this agreement, either the agency to which my proposal was submitted or the Division of Real Property Management may refuse to accept my proposal for lease.

By evidence of my signature, I acknowledge that I have read the conditions stated above before submittal of my proposal, and that I fully understand these conditions.

NOTE: Failure to sign certification where proposal includes construction/remodeling/renovation of building proposed for lease will cause such proposal to be rejected as non-responsive.

_____

Signature (Property Owner/Agent)

STANDARD LEASE AGREEMENT

Bureau of Building, Grounds and Real Property Management

RPM-5

RPM Lease Number: _____
PPRB Approval Date: _____

This Lease Agreement entered into on this the _____ day of _____, _____, which is on or after the date the Public Procurement Review Board approved this Lease by and between _____, whose address is _____, (hereinafter referred to as "Lessor"), and _____, whose address is _____, (hereinafter referred to as "Lessee"). The terms "Lessor" and "Lessee" shall include, whenever the context admits or requires, singular or plural, the heirs, legal representatives, successors and assigns of the respective parties.

WITNESSETH

FOR AND IN CONSIDERATION of the rental, covenants and conditions hereinafter stipulated to be paid and performed by Lessee, Lessor does hereby demise and let unto Lessee and Lessee does hereby accept and let from the Lessor, premises for the purposes of conducting the business activities of _____ [Enter name agency, department or division thereof] the following described property situate in the City of _____, County of _____, State of Mississippi, described as follows, to-wit:

_____ Rentable Square Feet at _____ [Physical Address of the Property to be Leased] and as depicted on floor plan(s) or diagram(s) attached as appendix _____ to this Lease.

SECTION 1. The Base Term of this Lease (defined for the purpose of this Lease as that period of time for which rent is to be paid) shall be for _____ [Enter Number] _____ [Enter "Years" or "Months"], commencing on _____, and ending at 12:00 midnight on _____. The Lessor agrees that should the above described space not be prepared for occupancy per the specifications agreed between Lessor and Lessee by the first day of the Base Term of this Lease, the rent will be prorated accordingly, or the Lease may be voided at the option of the Lessee.

SECTION 2. The Lessee agrees to pay _____ Dollars ($ _____) over the course of the entire Base Term to the Lessor for the demised premises, pursuant to the following schedule: [Leases may be "Flat Rate" or "Graduated Rate", eliminate portion that does not apply]

FLAT RATE: $_____ per _____[Enter "Month", "Quarter" or "Year"),
which is based upon a rate of $_____ per Rentable Square Foot

GRADUATED RATE: [Add / Delete Lines as required to reflect actual Base Term years]
Year 1: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 2: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 3: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 4: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 5: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot

SECTION 3. The Lessor hereby grants the Lessee the right and option to extend this Lease for _____ additional terms of _____ years each commencing at the expiration of the initial term or subsequent renewal term where applicable; provided, however, that written notice of intent to exercise such option shall be given by Lessee to Lessor at least one hundred twenty (120) days before the expiration of such term of this Lease or subsequent extension thereof. Such extension shall be at the same annual rental rate as the year proceeding the extension term unless otherwise noted below. All other terms and conditions set out herein shall be in effect during the term of the extension. No such renewal term shall become valid and binding until approved in writing by the Department of Finance and Administration acting through the Real Property Division of the Bureau of Building, Grounds and Real Property Management, and the Public Procurement Review Board where applicable.

1st RENEWAL TERM (FLAT RATE): $_____ per _____[Enter "Month", "Quarter" or "Year"),
which is based upon a rate of $_____ per Rentable Square Foot

2st RENEWAL TERM (FLAT RATE): $_____ per _____[Enter "Month", "Quarter" or "Year"),
which is based upon a rate of $_____ per Rentable Square Foot

1st RENEWAL TERM (GRADUATED RATE): [Add / Delete Lines as required to reflect actual Renewal Term years]

Year 1: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 2: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 3: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 4: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 5: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot

2st RENEWAL TERM (GRADUATED RATE): [Add / Delete Lines as required to reflect actual Renewal Term years]

Year 1: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 2: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 3: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 4: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot
Year 5: $_____ per _____[Enter "Month", "Quarter" or "Year"]
which is based upon a rate of $_____ per Rentable Square Foot

SECTION 4. The Lessor shall furnish and pay for as part of Base Rent, as and when due so as to prevent any disruption in provision thereof, all utilities consumed or used incidentally to the demised premises, such as electricity, gas, water, sewer, trash and all other public utilities of every nature, kind and description except as specifically EXCLUDED below. The Lessee will, at all times, attempt to act in a prudent manner to conserve the amount of utilities consumed. Any utility excluded from Base Rent shall be the responsibility of the Lessee, however; the ability to meter the usage of any such excluded utility solely within the leased Occupant Area must be provided by Lessor. Utilities that are excluded from Base Rent shall not be permitted to be billed to the Lessee by the Lessor as additional or pass-thru charges by means of pro-rated values or calculations derived from bills from utility providers in the name of the Lessor. In no instance shall Lessee be responsible for additional charges for utility usage of Building Amenity Areas or Building Service Areas.

_____ [List any excluded Utility]

SECTION 5. The Lessee will, at all times, take good and ordinary care and precaution for the preservation of the demised premises. The Lessor shall furnish the following janitorial services (boxes left unchecked shall not apply):

☐ Janitorial Services, as defined below:

(1) The following general services are to be provided in areas such as offices, corridors, conference rooms, work rooms, stairwells, elevators, etc:

a. **Daily** – The following shall be performed on a daily basis each working day:
   i. Dust and/or spot clean furniture and furnishings;
   ii. Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
   iii. Vacuum and spot clean all carpeting;
   iv. Clean entrance doors, push/kick plates and glass at all other doors and sidelights;
   v. Spot clean walls and light switch covers;
   vi. Dust mop and wet mop non-carpeted floors;
   vii. Clean and disinfect water fountains; and,
   viii. Wipe chairs and tables and straighten magazines.

b. **Weekly** – The following shall be performed on a weekly basis:
   i. Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
   ii. Vacuum upholstered furniture and spot clean;
   iii. Dust wall décor;
   iv. Damp wipe stairwell railings;
   v. Wet mop stairwells, stair treads and landings; and,
   vi. Clean elevator doors, handrails and switch panels.

(2) The following general services are to be provided in all toilet rooms:

a. **Daily** – The following shall be performed on a daily basis each working day:
   i. Clean and disinfect toilets, urinals and lavatories;

ii. Empty waste receptacles and install new liners as needed;
iii. Clean and polish all mirrors;
iv. Spot clean walls, partitions, doors and push/kick plates;
v. Sweep and wet mop floors with disinfectant;
vi. Replenish paper supplies as needed;
vii. Refill all dispensers as needed; and
viii. Clean and polish bright metal finished items.

(3) The following general services are to be provided in all break rooms and kitchens:

a. **Daily** – The following shall be performed on a daily basis each working day:

i. Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
ii. Clean all chairs and tables;
iii. Sweep and wet mop floors;
iv. Spot clean walls, doors and push/kick plates;
v. Clean and disinfect water fountains;
vi. Clean tops of trash receptacles;
vii. Replenish napkin holders; and,
viii. Clean appliances and fixtures.

(4) The following tasks shall be provided in all areas:

a. **Monthly** – The following shall be performed on a monthly basis:

i. Clean the interior of all windows;
ii. Dust and vacuum vents and grilles;
iii. Remove spider webs;
iv. Spot clean exterior entrance walls; and,
v. Buff and polish all non-carpeted floors.

b. **Annually** – The following shall be performed each year:

i. Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
ii. Deep extraction cleaning of all carpeted areas.

☐ Janitorial Supplies to include toilet paper, paper towels and handwashing soap to be provided on a regularly scheduled basis.

SECTION 6. The Lessor shall pay, during the initial term of this Lease and any renewals or extensions thereof, all state, county and city ad valorem taxes and special assessments assessed against the property herein demised excluding any such taxes as may be assessed against the Lessee's fixtures and equipment used in said demised premises.

SECTION 7. The Lessee shall not be responsible for any increased costs incurred by the Lessor during the term of the Lease. Escalation and Expense Stop provisions are prohibited from inclusion in the Lease.

SECTION 8. Any notice required to be given by either party to the other party under the terms of this Lease shall be served upon such party by United States Certified Mail, as follows:

To Lessor: _____

To Lessee: _____

SECTION 9. It is expressly understood and agreed that the Lessee's assumption of occupancy and the payment of rent is conditional on the receipt of Federal and/or State funds, and in the event of a discontinuance or decrease in Federal and/or State funds, and in the event of a discontinuance or decrease in Federal and/or State for any cause necessitating a reduction in the Lessee's staff or need for space, the Lessee's obligation for the payment of rent shall be diminished in proportion to a reduction in space without penalty or interest or the Lease may be terminated by Lessee. Where return of a portion of space corresponding to reduction in funds is not feasible for Lessor, Lessor may offer a smaller or larger reduction for consideration, or may require termination rather than reduction. The Lessee shall notify the Lessor at least thirty (30) days in advance of any reduction in space or termination of the Lease necessitated by the discontinuance or decrease in Federal and/or State funds.

SECTION 10. It is distinctly understood and agreed by and between the parties hereto that in the event space becomes available to the Lessee herein in any State-owned building, the Lessee may unilaterally establish a revised end date for this Lease that is not less than thirty (30) days from the date of written notice by the Lessee to the Lessor and that upon such revised end date the terms contained herein shall become null and void without further consideration by Lessee.

SECTION 11. The Lessee shall not, without the previous consent in writing of the Lessor, assign this Lease or sublet the whole or any part of the demised premises or any part thereof to be used or occupied by others, which consent by Lessor shall not be unreasonably withheld. In the event Lessor consents to any such assignment or subletting, Lessee shall remain and continue primarily liable for the performance of the covenants and obligations on his part to be performed under this Lease during the base or any extended term hereof.

SECTION 12. The Lessor agrees to keep the building improvements erected on the demised premises insured against loss or damage by fire and all standard extended coverage perils for the full, fair insurable value thereof in a solvent and responsible company or companies authorized

to do business in the State of Mississippi. The Lessor agrees to hold Lessee harmless and indemnified against any liability for injury or death to any person or damage to property in or upon the leased premises not caused directly by an act or omission of the Lessee or employee, agent, or patron of the Lessee. Lessor shall provide proof of insurance policy prior to execution of Lease and shall provide any amendments or changes to such policy throughout the base and any extended term hereof. The Lessor further agrees to provide elevation certificate and proof of flood insurance policy for any properties in zones A, AE, A1-A30, AH, AO, AR, A99, V, VE and V1-V30 prior to execution of Lease and shall provide any amendments or changes to such policy throughout the base and any extended term hereof.

SECTION 13. At the expiration of the tenancy hereby created and any extended term thereof, Lessee shall surrender the leased premises in the same condition as the leased premises were in upon delivery of possession thereto under this Lease, reasonable wear and tear excepted, and damage by unavoidable casualty excepted. Lessee's obligation to observe or perform this covenant shall extend past the expiration or other termination of this Lease for not more than thirty (30) days. Any claims of Lessor against Lessee under this section must be delivered in writing to the Lessee as specified in Section 8 no later than thirty (30) days after the expiration or termination of this Lease.

SECTION 14. The Lessor covenants to keep and maintain, at Lessor's expense and with minimal disruption to the Lessee, said demised premises and facilities in a state of tenantable repair during the term of the Lease. Lessor shall not be called upon to make any such repairs occasioned by the acts of negligence of the Lessee, its agents, patrons, or employees, except where covered under Lessor's fire and extended coverage insurance. Lessor shall be responsible for moving and/or protecting tenant furniture and equipment as required to maintain space in tenantable condition. Tenantable condition shall be defined below for the following components and systems:

(1) **Flooring:**

a. Carpet – Carpeted areas shall be in good condition, free from stains, pulls, fraying and shall be less than 10 years old at start of lease or shall be replaced prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all carpet shall be replaced a minimum of every _____ years from date of last installation.

b. Resilient – Vinyl Composition Tile, Luxury Vinyl Tile or similar resilient tile / plank floors shall be in good condition, free from scratches, chips, blemishes and shall be less than 15 years old at start of lease or shall be replaced prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all resilient flooring shall be replaced a minimum of every _____ years from date of last installation.

c. Other – Wood, Stone, Terrazzo, Ceramic, Porcelain and other similarly durable flooring shall be in good condition, sound, free from scratches, chips and other damage with any re-finishing, re-sealing, or re-grouting completed prior to start of lease or shall be replaced prior to start of term. Throughout the initial term and any/all subsequent renewals, all such flooring shall be re-finished, re-sealed, or re-grouted on a schedule consistent with respective industry best practice.

(2) **Walls:**

a. Painted - Painted drywall or plaster walls and partitions shall be in good condition, free from stains, fading, dents, holes and shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted drywall / plaster walls shall be re-painted a minimum of every _____ years from date of last application. Painting of walls shall include any / all applicable base, door frames / trim, window frames / trim, casing, crown, wainscot and other such trim components.

b. Wall Covering – Wall coverings shall be in good condition, free from stains, scratches, peeling, holes and shall have been installed within the previous 5 years or shall be replace or removed with walls painted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all wall coverings shall be replaced (or removed with walls painted) a minimum of every _____ years from date of last application.

(3) **Ceilings:**

a. Lay-In Acoustical Ceilings – LAT ceilings shall be in good condition, free from warped, yellowed, stained, or otherwise damaged ceiling tiles in properly suspended and supported grid. Ceiling tiles which are in poor condition shall be replaced with tiles matching existing prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all tiles which become damaged over the lease term shall be replaced on at least an annual basis.

b. Painted – Painted drywall or plaster ceilings shall be in good condition, free from stains, fading, dents, holes and shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted drywall / plaster walls shall be re-painted a minimum of every _____ years from date of last application.

(4) **Building Envelope:**

a. Roof – Roof(s) shall be in good condition, free from leaks, and properly sloped to drains and maintained in such condition throughout the initial term including any/all subsequent renewals. Flat roofs, if any, shall be under manufacturer's warranty and 20 years or less at start of lease or shall be replaced prior to the start of lease term. Throughout the initial term and any/all subsequent renewals, all flat roofs shall be maintained, repaired, replaced and/or restored such that roof covering tenant space is under a manufacturer's warranty continuously throughout the lease term.

b. Exterior Walls – Surfaces shall be in good condition, free from cracks, mold, and mildew, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals. Painted surfaces, if any, shall have been painted within the previous 5 years or shall be repainted prior to start of lease term. Throughout the initial term and any/all subsequent renewals, all painted surfaces shall be re-painted on a stipulated schedule defined in the Lease. Painting of exterior walls shall include any/all applicable exterior doors, door frames / trim, window frames / trim, soffits, and other such trim components and appurtenances.

c. Joints – All sealant and caulk joints shall be in good condition, free from voids and gaps, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals.

d. Windows & Doors – All exterior openings shall be in good condition, free from cracked or damaged glass, water-tight and maintained in such condition throughout the initial term including any/all subsequent renewals. Integrity of sealed insulated

and/or coated glazing units shall be maintained throughout the lease term with units that fail during the course of the lease promptly removed and replace with units matching existing. Window & door hardware, weather-stripping, and related components shall be sound, secure and properly maintained to provide for proper operation of same and to ensure both water-tightness and security of building.

(5) **Plumbing:**

a. General – All existing plumbing and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Plumbing Code and Energy Code.

b. Fixture Quantity – Toilets, urinals, lavatories and drinking fountains shall be included in quantities complying with applicable provisions of the Plumbing Code. In toilet rooms where multiple fixtures are included, such fixtures shall be provided with privacy partitions of phenolic plastic, plastic laminate, enamel finished steel, stainless steel or equivalent. Appropriate toilet room accessories including toilet paper dispensers, soap dispensers, paper towel dispensers and/or electric hand dryers, mirrors, grab bars and coat hooks shall be provided.

c. Fixture Condition – Toilets, lavatories / vanities and drinking fountains shall be in good working condition, free from cracks, leaks or other damage and maintained in such condition throughout the initial term including any/all subsequent renewals.

d. Hot Water Boiler(s) – Equipment shall be in good operational condition, comply with all applicable codes and shall be less than median service life in accordance with ASHRAE Equipment Life Expectancy Chart or replaced prior to start of lease term. Equipment shall be maintained in such condition throughout the initial term including any/all subsequent renewals. Any/all equipment which reaches median service life during the lease term shall be carefully reviewed to determine remaining reliable life and shall be replaced by Lessor when equipment becomes un-reliable or highly inefficient at no additional cost to the Lessee.

(6) **HVAC:**

a. General – All existing HVAC and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Mechanical Code and Energy Code. HVAC system shall be capable of maintaining temperature within a range of 68 to 78 degrees and humidity within a range 30% to 60%. Indoor Air Quality shall be maintained at all times and in accordance with ASHRAE 62.1 *Ventilation for Acceptable Indoor Air Quality.*

b. HVAC Equipment – Major equipment and components including air conditioners, heat pumps, chillers, cooling towers, boilers, VAV boxes, fans, coils, pumps, motors, starters and controls shall be in good operational condition, comply with all applicable codes and shall be no less than median service life in accordance with ASHRAE Equipment Life Expectancy Chart or replaced prior to start of lease term. Equipment shall be maintained in such condition, including filter replacement, lubrication, provision of chemicals and other required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals. Any/all equipment which reaches median service life during the lease term shall be carefully reviewed to determine remaining reliable life and shall be replaced by Lessor when equipment becomes un-reliable or highly inefficient at no additional cost to the Lessee.

c. Air Quality – Should, at any time during the initial term and any/all subsequent renewals of this Lease, hazardous material, chemical, or odor be discovered in the leased building in any amounts determined by the Mississippi Department of Environmental Quality to be acceptable, the Lessor will have sixty (60) days from the date of written notice by the Lessee to satisfactorily dispose of the hazardous material, chemical, or odor or the Lessee may terminate the Lease at any time after such period with no penalty to the Lessee. The Base Rent shall be reduced on a prorated basis for any period where Lessee must vacate all or portions of the Rentable Area due to existence of such hazardous condition.

(7) **Electrical:**

a. General – All existing electrical and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Electrical Code and Energy Code.

b. Lighting – Fixtures shall be in good operational condition, comply with all applicable codes and shall be maintained in such condition, including ballast, starter, and bulb replacement and other required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals.

(8) **Elevator, Fire Alarm, Fire Suppression, Security, Access Control:**

a. General – All existing and such work performed prior to occupancy by Lessee shall be in accordance with applicable provisions of the Electrical Code and Energy Code.

b. Equipment – Any/all such equipment and systems shall be in good operational condition, comply with all applicable codes and shall be maintained in such condition, including any required servicing on a regularly scheduled basis, throughout the initial term including any/all subsequent renewals. Lessor shall comply with any/all applicable inspection requirements by authorities having jurisdiction and furnish copies of any/all inspection reports promptly to Lessee.

(9) **Security:**

a. Doors – Lessor shall be responsible for provision and maintenance of lockable and secure doors to building and tenant spaces.

b. Lighting – Lessor shall be responsible for provision and maintenance of appropriately lighted lobbies, common areas, exterior and parking areas free from dimly lit areas of potential concealment.

c. Safe Environment – Lessor shall be responsible for taking all reasonable steps to prevent loitering, vagrancy or other criminal activity on the premises including, but not limited to promptly reporting all such activity to local law enforcement.

(10) **Grounds:**

a. General - Ground, pavement and other surfaces directly adjacent to building shall slope away from building to prevent water intrusion. Grade level and sub-grade storm water management features and infrastructure shall be adequate and properly maintained to prevent water intrusion. Lawns, trees, shrubs, landscaped beds, pavements and sidewalks where applicable shall be maintained in good condition throughout the initial term and any/all subsequent renewals.

b. Lawns shall be full, free from weeds, bare spots, ruts and shall be properly cut on a regularly scheduled basis.

c. Trees and shrubs shall be properly pruned.

d. Landscaped beds shall be properly watered and free from weeds.

e. Joints in pavements and sidewalks shall be properly sealed and free from weeds.
f. All areas shall be kept clear from all litter, waste and debris.

SECTION 15. Should the leased building be totally or substantially destroyed by fire, the elements or otherwise, so as to render the demised building untenantable, either party shall have the option to cancel the remaining portion of this Lease or of any extended term or period thereof. Lessee shall have no obligation to pay rent of any nature so long as the leased building is untenantable. Lessor may offer comparable space under the same terms and conditions as this Lease, subject to Lessee's approval, which will not be unreasonably withheld.

SECTION 16. Failure on the part of the Lessee to pay any installment of rent when the same comes due and payable, or failure of either Lessee or Lessor to promptly and faithfully keep and perform each and every covenant agreed and stipulated herein on the part of the Lessee or Lessor to be kept and performed, shall at the option of the Lessor or Lessee cause a forfeiture of this Lease.

(1) **Reservation of Rights:** Nothing contained in the foregoing paragraph shall be construed to waive either party's right to cancel this Lease in the event of any forfeiture or beach on the part of the other party hereto, all of which rights or cancellation are herein specifically reserved.
(2) **Notice:**
   a. Prior to a declaration of forfeiture for default in payment of rent or additional rent, Lessor shall give to Lessee a Notice in writing, thirty (30) days prior thereto in the manner provided for by Section 8 hereof, during which time Lessee may purge itself of the grounds of forfeiture by paying such rent.
   b. Prior to a declaration of forfeiture for default by Lessee in performing covenants other than for payment of rent, Lessor shall give to Lessee a Notice in writing thirty (30) days prior thereto in the manner provided for by Section 8 hereof, during which time Lessee may purge itself of the grounds of forfeiture by responding thereto in not less than fifteen (15) days from receipt of such Notice, copying the Real Property Management Division Director of the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management, with proposed cure to default to be completed within thirty (30) days or within such longer term as may be reasonably necessary to cure such defect, which shall not be unreasonably rejected.
   c. Prior to a declaration of forfeiture for default by Lessor in performing covenants, Lessee shall give to Lessor a Notice in writing at least thirty (30) days prior thereto in the manner provided for by Section 8 hereof, during which time Lessor may purge itself of the grounds of forfeiture by responding thereto in not less than fifteen (15) days from receipt of such Notice, copying the Real Property Management Division Director of the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management, with proposed cure to default to be completed within thirty (30) days or within such longer term as may be reasonably necessary, which shall not be unreasonably rejected. The Base Rent shall be reduced on a prorated basis for any period where Lessee must vacate all or portions of the Rentable Area due to default by Lessor in performing covenants.

SECTION 17. Lessor covenants that the Lessee, on paying the rent herein determined, and performing the covenants and agreements hereof, shall peaceably have, hold and enjoy the Rentable Area and all rights, easements and privileges belonging or anywise pertaining thereto, during the initial term including any/all subsequent renewals or extensions thereof. The Lessee shall have reasonable expectation of quite enjoyment of premises. While periodic minimal disruptions in order for Lessor to perform maintenance required to keep premises in tenantable condition are anticipated and generally acceptable to Lessee; however, excessive, repetitive or prolonged disruptions are unacceptable. Lessor shall be entitled to reduce rental payments under such conditions as follows:

(1) **Minor Disruptions:** Where use of an area constituting less than 25% of the leased area is disrupted due to un-tenantable conditions or maintenance activities for more than 50% of a normal working day, rental payments may be reduced by the Rental Rate times the portion of the Rentable Area so disturbed times the number of days such disruption continues.
(2) **Major Disruptions:** Where 25% or more of the entire leased area is disrupted due to un-tenantable conditions or maintenance activities for more than 50% of a normal working day, or any disruption necessitating closing of offices by agency or department, rental payments may be reduced by the Rental Rate times the entire Rentable Area times the number of days such disruption continues.
(3) **Prolonged Disruptions:** Disruptions continuing beyond three normal working days, or multiple disruptions in a one month period, shall constitute cause for termination for default of Lease Contract.

SECTION 18. Lessor will provide paved parking area(s) sufficient for the operation of said agencies on the leased premises, without additional cost to Lessee. Lessor will maintain such parking area(s) throughout the initial term including any/all subsequent renewals or extensions thereof in a serviceable condition. Lessor agrees to keep all parking areas provided to Lessee clean and free of trash and debris. The following number and type of spaces shall be provided:

(1) **Reserved:** Lessor will furnish and reserve _____ parking spaces exclusively for the use of the Lessee's employees and _____ parking spaces exclusively for the use of the Lessee's visitors in one or more surface lots or parking structures. ADA spaces shall be provided in accordance with ADA guidelines; however, such spaces shall not be counted as part of the number required to be reserved for the exclusive use of Lessee.
(2) **Shared:** Lessor will provide _____ parking spaces for shared use of by the Lessee as well as other Tenants and/or Visitors to the leased building.

SECTION 19. Lessor hereby grants the Lessee the right and option to extend this Lease for a further term of up to three (3) months commencing at the expiration of the initial term or subsequent renewal term where applicable; provided, however, that written notice of the exercise of such option shall be given by Lessee to Lessor at least thirty (30) days before the expiration of such term of this Lease. Such extension shall be at

the same annual rental rate as the year proceeding the extension term prorated for the number of additional months of such extension. All other terms and conditions set out herein shall be in effect during the term of the extension.

SECTION 20. Any deviations from the standard Sections above desired by the Lessee must be specifically identified below referencing by Section and paragraph the desired modification below. Inclusion of any deviation will become valid and made a part of this Lease only when specifically approved by the Department of Finance and Administration acting through the Real Property Division of the Bureau of Building, Grounds and Real Property Management, and the Public Procurement Review Board, as evidenced by the signature below:

(1) **Modification #1:** SECTION _____ Modify as follows:_____
(2) **Modification #2:** SECTION _____ Modify as follows:_____
(3) **Modification #3:** SECTION _____ Modify as follows:_____

PPRB Approval Date: _____

Signature: _____ Title: _____

SECTION 21. This Lease will not become valid and binding until approved in writing by the Department of Finance and Administration acting through the Real Property Division of the Bureau of Building, Grounds and Real Property Management, and the Public Procurement Review Board.

SECTION 22. It shall be the sole responsibility of the Lessor to provide space that is fully compliant with any/all codes, regulations and other Federal, State and Local requirements. Submission of a Lease Proposal shall constitute representation by offeror that any proposed building including any/all proposed modifications does or will comply with all such items prior to occupancy by Lessee and shall be maintained in such compliance during the initial term and any/all subsequent renewals or extensions thereof. Applicable requirements include, but are not necessarily limited to the following:

(1) **Building Code**
(2) **Fire Code**
(3) **Plumbing Code** (including provisions relating to minimum number of fixtures)
(4) **Mechanical Code**
(5) **Electrical Code**
(6) **Mississippi Conveyance Safety Act**
(7) **Energy Code**
(8) **Zoning Regulations**
(9) **Environmental Regulations**
(10) **ADA** (as applicable to both occupants and visitors)
(11) **Antiquities Law** – If proposed space involves any alteration to a National Landmark, Mississippi Landmark or potentially eligible property, obtaining of any required approvals as well as any mitigation must be included at no additional cost to the Lessee. The Lessor, at its sole cost and expense, shall retain the services of a preservation architect who meets or exceeds the Secretary of the Interior's Professional Qualifications Standards for Historic Architecture as amended and annotated and previously published in the Code of Federal Regulations, 36 CFR part 61 if proposal includes modifications to any such property.

SECTION 23. The Lessor or Lessors herein warrant and that this Lease is not made in violation of Section 25-4-105 *Certain actions, activities and business relationships prohibited or authorized; contracts in violation of section voidable; penalties* of the Mississippi Code of 1972, annotated. Should it be determined during the term of this Lease that it is in violation of Section 25-4-105, the Lessee may terminate this Lease with no less than a written thirty (30) day notice to Lessor with no penalty to the Lessee.

SECTION 24. The Lessee and Lessor may terminate this Lease, upon mutual agreement. The Lessee and Lessor shall agree in writing as to the said termination, specifying the part of the Lease terminated and when the termination becomes effective, with notification to the Real Property Management Division Director of the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management. This Section does not affect the Sections herein that pertain to default and/or failure to comply with Lease provisions and pertains only to cancellation and/or termination of Lease, upon mutual agreement of the parties.

SECTION 25. The Lessor agrees to accept payment via the State of Mississippi's electronic and remittance vehicle. The Lessee agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies", Section 31-7-301, *et seq.* of the Mississippi Code of 1972, Annotated, which generally provides for payment of undisputed amounts within forty-five (45) days of receipt of the invoice. Payments using the Statewide Accounting System shall be made and remittance information provided electronically as directed by the Lessee. These payments shall be deposited into the bank account of the Lessor's choice. The Lessee may, at its sole discretion, require the Lessor to submit invoices and supporting documentation electronically at any time during the initial term and any/all subsequent renewals or extensions. The Lessor understands and agrees that the Lessee is exempt from the payment of taxes. All payments shall be in United States currency.

SECTION 26. Provided the Lessor is given reasonable advance written notice and such inspection is made during normal business hours of the Lessor, the Contractor agrees that the Lessee or any of its duly authorized representatives at any time during the term of this Lease shall

have unimpeded, prompt access to and the right to audit and examine any pertinent books, documents, papers, and records of the Lessor related to the Lessor's charges and performance under this Lease. All records related to this Lease shall be kept by the Lessor for a period of three (3) years after final payment under this Lease and all pending matters are closed unless the Lessee authorizes their earlier disposition. However, if any litigation, claim, negotiation, audit or other action arising out of or related in any way to this Lease has been started before the expiration of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later. The Lessor agrees to refund to the Lessee any overpayment disclosed by any such audit arising out of or related in any way to this contract.

SECTION 27. The Lease shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of said state. The Lessor shall comply with applicable federal, state, and local laws and regulations.

SECTION 28. The Lessor shall not assign, sub-contract or otherwise in whole or in part, its right or obligations under this Lease without prior written consent of the Lessee and the Public Procurement Review Board. Any attempted assignment or transfer without said consent shall be void and of no effect. No such approval by Lessee of any sub-contract shall be deemed in any way to provide for the incurrence of any obligation of Lessee in addition to the total fixed price agreed upon in this Lease. Sub-contracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the Lessee may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

SECTION 29. The Lessor understands that the Lessee is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the Lessor agrees during the initial term and any/all subsequent renewals or extensions that the Lessor will strictly adhere to this policy in its employment practices and provision of services. The Lessor shall comply with, and all activities under this Lease shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

SECTION 30. This Lease, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," codified as Section 25-61-1 et seq., Mississippi Code Annotated and exceptions found in Section 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this Lease is subject to provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as Section 27-104-151 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this Lease is required to be posted to the Department of Finance and Administration's independent agency contract website for public access. Prior to posting the Lease to the website, any information identified by the Lessor as trade secrets, or other proprietary information including confidential vendor information, or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes will be redacted. A fully executed copy of this agreement shall be posted to the State of Mississippi's accountability website at: http://www.transparency.mississippi.gov.

SECTION 31. If applicable, the Lessor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, Section 71-11-1, et seq. of the Mississippi Code of 1972, Annotated, and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The Lessor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. The Lessor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject the Lessor to the following: (1) termination of this Lease and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (2) the loss of any license, permit, certification or other document granted to the Lessor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (3) both. In the event of such cancellation/termination, the Lessor would also be liable for any additional costs incurred by the State due to the contract cancellation or loss of license or permit.

SECTION 32. This Lease may be modified, altered or changed only by written agreement of both parties subject to approval by the Public Procurement Review Board. The parties agree to renegotiate the Lease if federal, state and/or any applicable laws or regulations make changes in this Lease necessary.

SECTION 33. The Lease shall be governed by the applicable provisions of the Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management *Leasing Manual* as adopted by the Public Procurement Review Board, a copy of which is available at 501 North West St., Suite 1401, Jackson, MS 39201 for inspection or downloadable at www.dfa.ms.gov.

SECTION 34. The Lessor represents that it has not retained a person to solicit or secure a Lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the Lessor's proposal.

SECTION 35. The Lessor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities as set forth in Section 700.5 *Gratuities* of the Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management *Leasing Manual*.

SECTION 36. Requirements that are generally considered above and beyond those hereinbefore identified shall be considered as Supplementary Provisions and identified below. Such provisions are only permitted when included within the RLP or addenda thereto.

(1) **Additional and/or Alternate Hours of Operation:** Unless noted differently in this Section, normal working days shall mean Mondays thru Fridays exclusive of State and Federal Holidays and normal working hours shall mean 8:00 a.m. to 6:00 p.m. each working day.
   a. For this specific Lease, normal working days shall also include: _____
   b. For this specific Lease, normal working hours shall also include: _____

(2) **Additional Security:** _____ [Define scope and schedule of security personnel and provision of security camera, alarm and/or access control systems and monitoring thereof to be provided by Lessor.]

(3) **Server Room Cooling/UPS Systems:** _____ [Define requirements of system(s) to be provided by Lessor.]

(4) **Generators:** _____ [Define requirements of system(s) to be provided by Lessor.]

(5) **Vending:** _____ [Define requirements for space / connections required to be provided by Lessor.]

(6) **Signage:** _____ [Define requirements for interior and/or exterior signage or conditions required to be provided by Lessor.]

(7) **Other:** _____ [Define requirements of features, systems or details to be provided by Lessor. Examples include built-in casework, counters, pass-thru windows, and specific finishes.]

IN WITNESS WHEREOF, this Lease Agreement has been duly executed in duplicate originals on the date hereinbefore set forth.

LESSOR (Individual or Corporation)

By: _____

Title: _____

LESSEE

By: _____

Title: _____

(Lessee's acknowledgment)

STATE OF MISSISSIPPI

COUNTY OF _____

On this the _____ day of _____, _____, before me the undersigned Notary, personally appeared _____, who acknowledged himself/herself to be the _____ of _____, for and on behalf of the State of Mississippi, and that he/she being authorized so to do, executed the foregoing instrument for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

(SEAL)

My Commission Expires _____

(Lessor's acknowledgment - Individual)

STATE OF MISSISSIPPI

COUNTY OF _____

On this the _____ day of _____, _____, before me the undersigned Notary, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

(SEAL)

My Commission Expires _____

(Lessor's acknowledgment - Corporation)

STATE OF MISSISSIPPI

COUNTY OF _____

On this the _____ day of _____, _____, before me the undersigned Notary, personally appeared _____, who acknowledged himself/herself to be the _____ of _____, and that he/she being authorized so to do, executed the foregoing instrument for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

(SEAL)

My Commission Expires _____

	MISSISSIPPI DEPARTMENT OF HUMAN SERVICES							
	Department & Space	T	Size	Q	Total Area	%	occ	*Notes*
A	**EXECUTIVE DIRECTOR OFFICE**							
	DHS - EXECUTIVE DIRECTOR	O	225	1	225		1	
	DHS - DEPUTY DIRECTOR	O	175	1	175		1	
	DHS - DEPUTY DIRECTOR	O	175	1	175		1	
	DHS - DEPUTY DIRECTOR	O	175	1	175		1	
	DHS - DEPUTY ADMINISTRATOR	O	175	1	175		1	
	OFFICE DIRECTOR II	O	175	1	175		1	
	STAFF OFFICER III	O	175	1	175		1	
	BUREAU DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR II	O	175	1	175		1	
	ATTORNEY, SENIOR	O	175	1	175		1	
	STAFF OFFICER II	O	125	1	125		1	
	ADMIN ASSISTANT VII	O	125	1	125		1	
	DHS - PROGRAM MANAGER	O	125	1	125		1	
	PROJECTS OFFICER IV, SPECIAL	O	125	1	125		1	
	DHS - PROGRAM SPECIALIST	O	125	1	125		1	
	DHS - PROGRAM MANAGER	C	80	1	80		1	
	DHS - PROGRAM SPECIALIST	C	80	1	80		1	
	DHS - PROGRAM SPECIALIST	C	80	1	80		1	
	PROJECTS OFFICER III, SPECIAL	C	80	1	80		1	

		STAFF OFFICER II	O	125	1	125		**1**	
		STAFF OFFICER II	O	125	1	125		**1**	
		STAFF OFFICER II	O	125	1	125		**1**	
		STAFF OFFICER II	O	125	1	125		**1**	
		TOTAL OFFICE SPACES:				3,245			
		ALLOWABLE GROSS UP FACTOR (20%):				649			
		TOTAL OFFICE AREA:				**3,894**			
		WAR ROOM		1,000	1	1,000			
		STORAGE		200	2	400			
		WAITING AREA		250	1	250			
		FILE ROOM		200	1	200			
		TELEPHONE ROOM		200	1	200			*located outside of the waiting area*
	TOTAL EXECUTIVE DIRECTOR OFFICE					**5,944**	2.7%	**23**	

B	ATTORNEY GENERAL OFFICE							
	ATTORNEY GENERAL ASSISTANT	O	225	1	225		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ATTORNEY SENIOR	O	175	1	175		1	
	ADMIN ASSITANT VII	C	80	1	80		1	
	ADMIN ASSITANT VII	C	80	1	80		1	
	ADMIN ASSITANT VII	C	80	1	80		1	
	ADMIN ASSITANT VII	C	80	1	80		1	
	TOTAL OFFICE SPACES:				2,120			
	ALLOWABLE GROSS UP FACTOR (20%):				424			
	TOTAL OFFICE AREA:				**2,544**			
	CONFERENCE ROOM		500	1	500			
	STORAGE		200	1	200			
	WAITING AREA		100	1	100			
	TOTAL ATTORNEY GENERAL OFFICE				**3,344**	1.5%	**14**	

C	ECONOMIC ASSISTANCE							
	LOBBY AREA							
	ADMINISTRATOR, DEPUTY	O	175	1	175		1	
	OFFICE DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR I	O	125	1	125		1	
	STAFF OFFICER II	O	125	1	125		1	
	STAFF OFFICER II	O	125	1	125		1	
	STAFF OFFICER II	O	125	1	125		1	
	DHS-ECONOMIC ASSTANCE REG DIR	O	125	1	125		1	
	DHS-ECONOMIC ASSTANCE REG DIR	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DIVISION DIRECTOR I	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	DHS-PROGRAM ADMINISTRATOR	O	125	1	125		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
	PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
	TRAINING COORDINATOR	C	80	1	80		1	
	PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-SUPERVISOR III	C	80	1	80		1	

		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		TRAINING COORDINATOR	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-SUPERVISOR III	C	80	1	80		1	
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		TRAINING COORDINATOR	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	

		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-SUPERVISOR III	C	80	1	80		1	
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		TRAINING COORDINATOR	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-SUPERVISOR III	C	80	1	80		1	
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER II	C	80	1	80		1	

	DHS-ELIGIBILITY WORKER II	C	80	1	80		**1**	
	DHS-ELIGIBILITY WORKER I	C	80	1	80		**1**	
	DHS-ELIGIBILITY WORKER I	C	80	1	80		**1**	
	DHS-ELIGIBILITY WORKER I	C	80	1	80		**1**	
	TOTAL OFFICE SPACES:				9,455			
	ALLOWABLE GROSS UP FACTOR (20%):				1,891			
	TOTAL OFFICE AREA:				**11,346**			
	CONFERENCE ROOM		500	3	1,500			
	STORAGE		200	5	1,000			
	WAITING AREA		100	1	100			
	FILE ROOM		200	1	200			
	CLASSROOMS		2,000	1	2,000			
TOTAL ECONOMIC ASSISTANCE					**16,146**	7.4%	**104**	

D	WORKFORCE DEVELOPMENT								
	D.0	LOBBY AREA							
	D.1	OFFICE DIRECTOR II	O	175	1	175		1	
		STAFF OFFICER III	O	175	1	175		1	
		STAFF OFFICER III	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		BUREAU DIRECTOR I	O	125	1	125		1	
		BUREAU DIRECTOR I	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		DIVISION DIRECTOR I	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		DIVISION DIRECTOR I	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	

	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	STAFF OFFICER II	O	125	1	125		1	
	STAFF OFFICER II	O	125	1	125		1	
	STAFF OFFICER II	O	125	1	125		1	
	TOTAL OFFICE SPACES:				4,505			
	ALLOWABLE GROSS UP FACTOR (20%):				901			
	TOTAL OFFICE AREA:				**5,406**			
	CONFERENCE ROOM		500	1	500			
	STORAGE		200	2	400			
	WAITING AREA		100	1	100			
TOTAL WORKFORCE DEVELOPMENT					**6,406**	2.9%	**34**	

E	CALL CENTER								
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	
		DHS-PROGRAM SPECIALIST	C	64	1	64		1	

	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	DHS-PROGRAM SPECIALIST	C	64	1	64		1	
	TOTAL OFFICE SPACES:				2,560			
	ALLOWABLE GROSS UP FACTOR (20%):				512			
	TOTAL OFFICE AREA:				**3,072**			
	TOTAL CALL CENTER				**3,072**	1.4%	**40**	
F	**CHILDREN AND YOUTH SERVICES**							
	OFFICE DIRECTOR II	O	175	1	175		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	DIVISION DIRECTOR I	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	DIVISION DIRECTOR I	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	

	DHS-PROGRAM MANAGER	C	80	1	80		1	
	FISCAL OFFICER I	C	80	1	80		1	
	PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-CHILD SUPP FISCAL OFCR II	C	80	1	80		1	
	DHS-CLERICAL SUPPORT	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-CLERICAL SUPPORT	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-CLERICAL SUPPORT	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-CLERICAL SUPPORT	C	80	1	80		1	
	DHS-CLERICAL SUPPORT	C	80	1	80		1	
	TOTAL OFFICE SPACES:				3,495			
	ALLOWABLE GROSS UP FACTOR (20%):				699			
	TOTAL OFFICE AREA:				**4,194**			
	CONFERENCE ROOM		500	2	1,000			
	STORAGE		200	2	400			
TOTAL CHILDREN AND YOUTH SERVICES					**5,594**	2.6%	**38**	

G	YOUTH SERVICES							
	OFFICE DIRECTOR II	O	175	1	175		1	
	COMMUNITY SERVICES ADMINISTRAT	O	125	1	125		1	
	ATTORNEY, STAFF	O	125	1	125		1	
	YOUTH SERV COUNSELOR III	C	80	1	80		1	
	ADMIN ASSISTANT V	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	TOTAL OFFICE SPACES:				1,065			
	ALLOWABLE GROSS UP FACTOR (20%):				213			
	TOTAL OFFICE AREA:				**1,278**			
	CONFERENCE ROOM		500	1	500			
	STORAGE		200	1	200			
	TOTAL YOUTH SERVICES				**1,978**	0.9%	**11**	

H	CHILD PROTECTIVE SERVICES							
	1ST PHASE MOVE							
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-FINANCIAL COORDINATOR	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FINANCIAL COORDINATOR	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	

		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		PERSONNEL OFFICER II	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FINANCIAL COORDINATOR	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		TOTAL OFFICE SPACES:				4,240			
		ALLOWABLE GROSS UP FACTOR (20%):				848			
		TOTAL OFFICE AREA:				**5,088**			
		CONFERENCE ROOM		500	2	1,000			
		STORAGE		200	3	600			
		WAITING AREA		100	1	100			
		FILE ROOM		400	1	400			*COMPACT SHELVING (16 FT LONG X 4 ROWS)*
		ADOPTION RECORDS		500	1	500			*COMPACT SHELVING (16 FT LONG X 4 ROWS)*
		TOTAL 1ST PHASE MOVE:				**7,688**		**53**	

2ND PHASE MOVE							
	DHS-DEPUTY DIRECTOR	O	175	1	175		1
	EXEC DIR-DIV OF FAM/CHILD SERV	O	225	1	225		1
	DHS-DEPUTY DIRECTOR	O	175	1	175		1
	ATTORNEY, SENIOR	O	175	1	175		1
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	DHS-PROGRAM SPECIALIST	C	80	1	80		1
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1
	DHS-PROGRAM SPECIALIST	C	80	1	80		1
	DHS-PROGRAM ADMINISTRATOR	C	80	1	80		1
	ADMIN ASSISTANT IV	C	80	1	80		1
	DHS-FINANCIAL COORDINATOR	C	80	1	80		1
	PERSONNEL OFFICER III	C	80	1	80		1
	ADMIN ASSISTANT V	C	80	1	80		1
	ADMINISTRATOR, DEPUTY	O	175	1	175		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	ADMIN ASSISTANT IV	C	80	1	80		1
	OP/MGMT ANALYST SENIOR	C	80	1	80		1
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1
	OP/MGMT ANALYST SENIOR	C	80	1	80		1
	DHS-PROGRAM MANAGER	C	80	1	80		1
	OFFICE DIRECTOR II	O	175	1	175		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1
	PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1
	OFFICE DIRECTOR II	O	175	1	175		1
	DHS-PROGRAM ADMINISTRATOR	C	80	1	80		1

		OFFICE DIRECTOR II	O	175	1	175		1	
		STAFF OFFICER III	O	175	1	175		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		ACCOUNTING & FINANCE-DIRECTOR	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		PERSONNEL OFFICER V	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DCPS-REGIONAL SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-PROGRAM ADMOR SR	O	125	1	125		1	
		ACCOUNTING & FINANCE-DIRECTOR	O	125	1	125		1	
		DIVISION DIRECTOR I	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM ADMINISTRATOR	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		DCPS-REGIONAL DIRECTOR	O	175	1	175		1	
		DHS-PROGRAM ADMINISTRATOR	C	80	1	80		1	
		STAFF OFFICER I	O	125	1	125		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		PERSONNEL OFFICER V	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		ATTORNEY, SENIOR	O	125	1	125		1	

		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		STAFF OFFICER II	O	125	1	125		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		ACCOUNTING & FINANCE-DIRECTOR	O	125	1	125		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		STAFF OFFICER III	O	175	1	175		1	
		STAFF OFFICER II	O	125	1	125		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		STAFF OFFICER I	O	125	1	125		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, SR	C	80	1	80		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	

	DHS-CASE AIDE	C	80	1	80		1	
	PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	NURSE III	O	125	1	125		1	
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
	DHS-FINANCIAL COORDINATOR	C	80	1	80		1	
	TOTAL OFFICE SPACES:				11,550			
	ALLOWABLE GROSS UP FACTOR (20%):				2,310			
	TOTAL OFFICE AREA:				**13,860**			
	CONFERENCE ROOM		500	4	2,000			
	STORAGE		200	5	1,000			
	WAITING AREA		100	1	100			
	FILE ROOM		100	1	100			
	TOTAL 2ND PHASE MOVE:				**17,060**		**107**	

3RD PHASE MOVE							
	BUREAU DIRECTOR II	O	125	1	125		1
	DCPS-REGIONAL SOCIAL WORK SUPV	O	125	1	125		1
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1
	SENIOR PROGRAMMER ANALYST	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	ATTORNEY, STAFF	O	125	1	125		1
	DHS-DEPUTY DIRECTOR	O	175	1	175		1
	DIVISION DIRECTOR II	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	SENIOR PROGRAMMER ANALYST	O	125	1	125		1
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1
	DHS-PROGRAM ADMOR SR	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	DHS-PROGRAM ADMOR SR	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	BUREAU DIRECTOR II	O	125	1	125		1
	BUREAU DIRECTOR II	O	125	1	125		1
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	NURSE IV	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1
	STAFF OFFICER I	O	125	1	125		1
	DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1
	DIVISION DIRECTOR II	O	125	1	125		1
	SYSTEMS MANAGER III	O	175	1	175		1
	DHS-FAMILY PROTECTION TNG COOR	O	125	1	125		1
	BUREAU DIRECTOR II	O	125	1	125		1

		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		DCPS-REGIONAL SOCIAL WORK SUPV	O	125	1	125		1	
		NURSE III	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		DCPS-REGIONAL SOCIAL WORK SUPV	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		SYSTEMS MANAGER III	O	175	1	175		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		DHS-PROGRAM ADMOR SR	O	125	1	125		1	
		SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		DCPS-REGIONAL SOCIAL WORK SUPV	O	125	1	125		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		SYSTEMS MANAGER II	O	175	1	175		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		ADMIN ASSISTANT IV	C	80	1	80		1	
		DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
		BUREAU DIRECTOR II	O	125	1	125		1	
		OP/MGMT ANALYST PRINCIPAL	C	80	1	80		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	

		DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		SYSTEMS ADMINISTRATOR II	C	80	1	80		1	
		SYSTEMS MANAGER III	O	175	1	175		1	
		SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		BUSINESS SYSTEMS ANALYST II	O	125	1	125		1	
		DHS-FINANCIAL COORDINATOR	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
		DHS-CASE AIDE	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		PROJECTS OFFICER IV,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		DHS-FAMILY PROTECTION SPEC, AD	C	80	1	80		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		DHS-PROGRAM MANAGER	C	80	1	80		1	
		DHS-FAMILY PROTECTION WORKER I	C	80	1	80		1	
		DHS-PROGRAM ADMINISTRATOR	C	80	1	80		1	
		LEAD NETWORK SPECIALIST	O	175	1	175		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	

	LEAD NETWORK SPECIALIST	O	175	1	175		1	
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
	BUSINESS SYSTEMS ANALYST II	O	125	1	125		1	
	SENIOR NETWORK SPECIALIST	O	125	1	125		1	
	SENIOR BUSINESS SYSTEMS ANALYS	O	175	1	175		1	
	LEAD BUSINESS SYSTEMS ANALYST	O	175	1	175		1	
	LEAD SYSTEMS ADMINISTRATOR	O	125	1	125		1	
	LEAD PROGRAMMER ANALYST	O	175	1	175		1	
	SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
	SENIOR BUSINESS SYSTEMS ANALYS	O	175	1	175		1	
	OP/MGMT ANALYST PRINCIPAL	C	64	1	64		1	
	OP/MGMT ANALYST PRINCIPAL	C	64	1	64		1	
	SYSTEMS ADMINISTRATOR II	C	64	1	64		1	
	SYSTEMS ADMINISTRATOR II	C	64	1	64		1	
	OP/MGMT ANALYST PRINCIPAL	C	64	1	64		1	
	OP/MGMT ANALYST PRINCIPAL	C	64	1	64		1	
	PROJECTS OFFICER III,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER III,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER III,SPECIAL	C	64	1	64		1	
CALL CENTER	DHS-FAMILY PROTECTION SPEC, AD	C	64	1	64		1	
	DHS-FAMILY PROTECTION SPEC, AD	C	64	1	64		1	
	DHS-FINANCIAL COORDINATOR	C	64	1	64		1	
	DHS-FINANCIAL COORDINATOR	C	64	1	64		1	
	DHS-FINANCIAL COORDINATOR	C	64	1	64		1	
	ACCOUNTANT/AUDITOR I, PROFESSI	C	64	1	64		1	
	ACCOUNTANT/AUDITOR I, PROFESSI	C	64	1	64		1	
	ACCOUNTANT/AUDITOR I, PROFESSI	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	PROJECTS OFFICER IV,SPECIAL	C	64	1	64		1	
	DHS-PROGRAM ADMINISTRATOR	C	64	1	64		1	

CALL CENTER	DHS-FAMILY PROTECTION SPEC, SR	C	64	1	64		1	
	DHS-PROGRAM MANAGER	C	64	1	64		1	
	DHS-PROGRAM MANAGER	C	64	1	64		1	
	DHS-PROGRAM MANAGER	C	64	1	64		1	
	ADMIN ASSISTANT VII	C	64	1	64		1	
	TOTAL OFFICE SPACES:				15,111			
	ALLOWABLE GROSS UP FACTOR (20%):				3,022			
	TOTAL OFFICE AREA:				**18,133**			
	CONFERENCE ROOM		500	3	1,500			
	STORAGE		200	5	1,000			
	WAITING AREA		100	1	100			
	FILE ROOM		100	1	100			
	FINGER PRINT AREA		100	1	100			
	TOTAL 3RD PHASE MOVE				**20,933**		**140**	
	TOTAL 1ST PHASE MOVE				**7,688**		**53**	
	TOTAL 2ND PHASE MOVE				**17,060**		**107**	
	TOTAL 3RD PHASE MOVE				**20,933**		**140**	
TOTAL CHILD PROTECTIVE SERVICES					**45,681**	20.9%	**300**	

I	ADULT AND AGING SERVICE							
	OFFICE DIRECTOR II	O	175	1	175		1	
	ATTORNEY, SENIOR	O	175	1	175		1	
	BUREAU DIRECTOR I	O	125	1	125		1	
	BUREAU DIRECTOR I	O	125	1	125		1	
	DHS-ECONOMIC ASSTANCE REG DIR	O	125	1	125		1	
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
	DHS-AREA SOCIAL WORK SUPV	O	125	1	125		1	
	DHS-FAMILY PROTECTION SPEC, AD	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	DHS-PROGRAM ADMINISTRATOR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	DHS-PROGRAM MANAGER	C	80	1	80		1	
	ADMIN ASSISTANT VI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	

	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-FAMILY PROTECTION SPECIALI	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	STAFF OFFICER I	O	125	1	125		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	TOTAL OFFICE SPACES:				4,885			
	ALLOWABLE GROSS UP FACTOR (20%):				977			
	TOTAL OFFICE AREA:				**5,862**			
	CONFERENCE ROOM		500	2	1,000			
	STORAGE		200	2	400			
TOTAL ADULT AND AGING SERVICE					**7,262**	3.3%	**48**	

J	**COMMUNICATION DEPARTMENT**							
	STAFF OFFICER III	O	175	1	175		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	TOTAL OFFICE SPACES:				425			
	ALLOWABLE GROSS UP FACTOR (20%):				85			
	TOTAL OFFICE AREA:				**510**			
	CONFERENCE ROOM		250	1	250			
	STORAGE		200	1	200			
	TOTAL COMMUNICATION DEPARTMENT				**960**	0.4%	**3**	
K	**PROGRAM INTEGRITY**							
	DHS-DEPUTY ADMINISTRATOR	O	175	1	175		1	
	OFFICE DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR II	O	125	1	125		1	
	ACCOUNTANT/AUDITOR IV, PROFESS	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	DHS-PROGRAM ADMOR SR	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	ACCOUNTANT/AUDITOR II, PROFESS	O	125	1	125		1	
	OP/MGMT ANALYST PRINCIPAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER II,SPECIAL	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	

		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		FISCAL OFFICER,CHIEF	O	125	1	125		1	
		ACCOUNTANT/AUDITOR III	C	80	1	80		1	
		ACCOUNTANT/AUDITOR III	C	80	1	80		1	
		ACCOUNTANT/AUDITOR III	C	80	1	80		1	
		FISCAL OFFICER II	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		DHS-INVESTIGATOR	C	80	1	80		1	
		INVESTIGATOR,SPECIAL	C	80	1	80		1	
		FISCAL OFFICER I	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		INVESTIGATOR,SPECIAL	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ADMIN ASSISTANT V	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		INVESTIGATOR,SPECIAL	C	80	1	80		1	
		INVESTIGATOR,SPECIAL	C	80	1	80		1	
		ADMIN ASSISTANT IV	C	80	1	80		1	
		ADMINISTRATIVE HEARINGS OFFICE	C	80	1	80		1	
		SECRETARY ADMINISTRATIVE	C	80	1	80		1	
		DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
		INVESTIGATOR,SPECIAL	C	80	1	80		1	

	ADMIN ASSISTANT V	C	80	1	80		1	
	DHS-PROGRAM SPECIALIST	C	80	1	80		1	
	INVESTIGATOR,SPECIAL	C	80	1	80		1	
	INVESTIGATOR,SPECIAL	C	80	1	80		1	
	ADMIN ASSISTANT IV	C	80	1	80		1	
	SECRETARY ADMINISTRATIVE	C	80	1	80		1	
	DHS-ELIGIBILITY WORKER I	C	80	1	80		1	
	TOTAL OFFICE SPACES:				5,535			
	ALLOWABLE GROSS UP FACTOR (20%):				1,107			
	TOTAL OFFICE AREA:				**6,642**			
	CONFERENCE ROOM		500	2	1,000			
	STORAGE		200	2	400			
	TOTAL PROGRAM INTEGRITY				**8,042**	3.7%	**55**	
L	**ADMINISTRATIVE SERVICES**							
	OFFICE DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR II	O	175	1	175		1	
	BUREAU DIRECTOR II	O	125	1	125		1	
	BUREAU DIRECTOR II	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	BUREAU DIRECTOR I	O	125	1	125		1	
	DIVISION DIRECTOR II	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	STAFF OFFICER I	O	125	1	125		1	
	BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	

		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PERSONNEL OFFICER V	O	125	1	125		1	
		OP/MGMT ANALYST PRINCIPAL	O	125	1	125		1	
		PERSONNEL OFFICER IV	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		BRANCH DIRECTOR I	O	125	1	125		1	
		PRINTING/MAIL SERVICES,MANAGER	O	125	1	125		1	
		PERSONNEL OFFICER IV	C	80	1	80		1	
		PERSONNEL OFFICER IV	C	80	1	80		1	
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1	
		PERSONNEL OFFICER III	C	80	1	80		1	
		ADMIN ASSISTANT V	C	80	1	80		1	
		ADMIN ASSISTANT VI	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		PROPERTY OFFICER IV	C	80	1	80		1	
		SECRETARY ADMINISTRATIVE,CONF	C	80	1	80		1	
		SUPPORT TECH SENIOR	C	80	1	80		1	
		SUPPORT TECH SENIOR	C	80	1	80		1	
		PROGRAM REVIEW ADMOR I	C	80	1	80		1	
		SWITCHBOARD OPERATOR SUPV	C	80	1	80		1	
		SWITCHBOARD OPERATOR SUPV	C	80	1	80		1	
		SUPPORT TECH	C	80	1	80		1	
		POSTAL CLERK	C	80	1	80		1	
		STAFF OFFICER I	C	80	1	80		1	
		STAFF OFFICER I	C	80	1	80		1	
		STAFF OFFICER I	C	80	1	80		1	
		SECRETARY ADMINISTRATIVE,CONF	C	80	1	80		1	

		SUPPORT TECH SENIOR	C	80	1	80		1	
		SUPPORT TECH SENIOR	C	80	1	80		1	
		PROGRAM REVIEW ADMOR I	C	80	1	80		1	
		SWITCHBOARD OPERATOR SUPV	C	80	1	80		1	
		SWITCHBOARD OPERATOR SUPV	C	80	1	80		1	
		SUPPORT TECH	C	80	1	80		1	
		POSTAL CLERK	C	80	1	80		1	
		TOTAL OFFICE SPACES:				5,185			
		ALLOWABLE GROSS UP FACTOR (20%):				1,037			
		TOTAL OFFICE AREA:				**6,222**			
		CONFERENCE ROOM		500	2	1,000			
		STORAGE		200	2	400			
		WAITING AREA		100	1	100			
		MAILROOM		5,000	1	5,000			*GROUND FLOOR; NEAR MAIN STORAGE [X]; CAN BE SEPARATE*
									FROM ADMINISTRATIVE SERVICES [L]; ADJ TO STORAGE [X]
									MAIL EQUIPMENT: 2 @ 11 FT X 13 FT EA / 1 @ 11 FT X 33 FT
	TOTAL ADMINISTRATIVE SERVICES					**12,722**	5.8%	**50**	
M	**BUDGET AND ACCOUNTING**								
		DOM/DHS-CHIEF FINANCIAL OFFICE	O	175	1	175		1	
		LEAD BUSINESS SYSTEMS ANALYST	O	175	1	175		1	
		OFFICE DIRECTOR I	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		BUREAU DIRECTOR II	O	175	1	175		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		ATTORNEY, STAFF	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		STAFF OFFICER II	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	

		STAFF OFFICER II	O	125	1	125		1	
		BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	
		ACCOUNTANT/AUDITOR II, PROFESS	O	125	1	125		1	
		BRANCH DIRECTOR II	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		DIVISION DIRECTOR II	O	125	1	125		1	
		ACCOUNTANT/AUDITOR III	O	125	1	125		1	
		DIVISION DIRECTOR I	O	125	1	125		1	
		DHS-PROGRAM MANAGER	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		DHS-PROGRAM ADMOR SR	O	125	1	125		1	
		ACCOUNTANT/AUDITOR III	O	125	1	125		1	
		ACCOUNTANT/AUDITOR III	O	125	1	125		1	
		ACCOUNTANT/AUDITOR II, PROFESS	O	125	1	125		1	
		ACCOUNTING SPECIALIST	O	125	1	125		1	
		ADMIN ASSISTANT VII	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
		FISCAL OFFICER,CHIEF	O	125	1	125		1	
		ACCOUNTANT/AUDITOR III	O	125	1	125		1	

		ACCOUNTANT/AUDITOR III	C	80	1	80		1	
		ACCOUNTANT/AUDITOR III	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ADMIN ASSISTANT V	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		PURCHASING AGENT III	C	80	1	80		1	
		PURCHASING AGENT II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		ADMIN ASSISTANT III	C	80	1	80		1	
		ACCOUNTING/AUDITING TECH	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		DHS-PROGRAM SPECIALIST	C	80	1	80		1	
		ACCOUNTANT/AUDITOR I	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	
		ACCOUNTANT/AUDITOR II	C	80	1	80		1	

		ACCOUNTANT/AUDITOR II	C	80	1	80		1
		PURCHASING AGENT III	C	80	1	80		1
		PURCHASING AGENT II	C	80	1	80		1
		ACCOUNTANT/AUDITOR I	C	80	1	80		1
		ACCOUNTANT/AUDITOR I	C	80	1	80		1
		ACCOUNTANT/AUDITOR I	C	80	1	80		1
		ADMIN ASSISTANT III	C	80	1	80		1
		DIVISION DIRECTOR II	C	80	1	80		1
		ACCOUNTING/AUDITING TECH	C	80	1	80		1
		TOTAL OFFICE SPACES:				9,490		
		ALLOWABLE GROSS UP FACTOR (20%):				1,898		
		TOTAL OFFICE AREA:				**11,388**		
		CONFERENCE ROOM		500	2	1,000		
		STORAGE		200	2	400		
		FILE ROOM		100	1	100		
	TOTAL BUDGET AND ACCOUNTING					**12,888**	5.9%	**89**
N	**CHILD SUPPORT ENFORCE**							
		ATTORNEY, SENIOR	O	175	1	175		1
		ATTORNEY, SENIOR	O	175	1	175		1
		ATTORNEY, SENIOR	O	175	1	175		1
		ATTORNEY, SENIOR	O	175	1	175		1
		ATTORNEY, SENIOR	O	125	1	125		1
		ATTORNEY, STAFF	O	125	1	125		1
		ATTORNEY, STAFF	O	125	1	125		1
		DIVISION DIRECTOR II	O	125	1	125		1
		STAFF OFFICER II	O	125	1	125		1
		DHS-CHILD SUPPORT REG DIR	O	125	1	125		1
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1
		DHS-PROGRAM MANAGER	O	125	1	125		1

		DHS-PROGRAM MANAGER	O	125	1	125		1
		DHS-PROGRAM MANAGER	O	125	1	125		1
		PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1
		DHS-SUPERVISOR III	C	80	1	80		1
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1
		PROJECTS OFFICER II,SPECIAL	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR IV	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR III	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR II	C	80	1	80		1
		DHS-LOCATION SPECIALIST	C	80	1	80		1
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR IV	C	80	1	80		1
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR IV	C	80	1	80		1
		PROJECTS OFFICER III,SPECIAL	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR IV	C	80	1	80		1
		DHS-CHILD SUPP FISCAL OFCR IV	C	80	1	80		1
		TOTAL OFFICE SPACES:				3,275		
		ALLOWABLE GROSS UP FACTOR (20%):				655		
		TOTAL OFFICE AREA:				**3,930**		
		CONFERENCE ROOM		500	1	500		
		STORAGE		200	1	200		
	TOTAL CHILD SUPPORT ENFORCE					**4,630**	2.1%	**30**
O	**INTERNAL AUDIT**							
		OFFICE DIRECTOR II	O	175	1	175		1
		ATTORNEY, SENIOR	O	175	1	175		1
		ACCOUNTING & FINANCE-DIRECTOR	O	125	1	125		1
		DIVISION DIRECTOR II	O	125	1	125		1

DHS-PROGRAM MANAGER	O	125	1	125		1	
ACCOUNTANT/AUDITOR II, PROFESS	O	125	1	125		1	
PROJECTS OFFICER IV,SPECIAL	O	125	1	125		1	
ACCOUNTANT/AUDITOR I, PROFESSI	O	125	1	125		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
DHS-PROGRAM SPECIALIST	C	80	1	80		1	
ACCOUNTANT/AUDITOR II	C	80	1	80		1	
ADMINISTRATIVE HEARINGS OFFICE	C	80	1	80		1	
TOTAL OFFICE SPACES:				2,140			
ALLOWABLE GROSS UP FACTOR (20%):				428			
TOTAL OFFICE AREA:				**2,568**			
CONFERENCE ROOM		500	1	500			
STORAGE		200	1	200			
TOTAL INTERNAL AUDIT				**3,268**	1.5%	**21**	

P	**COMMUNITY SERVICES**							
	OFFICE DIRECTOR I	O	175	1	175		**1**	
	BUREAU DIRECTOR I	O	125	1	125		**1**	
	BRANCH DIRECTOR II	O	125	1	125		**1**	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		**1**	
	PROJECTS OFFICER IV,SPECIAL	O	125	1	125		**1**	
	DHS-PROGRAM SPECIALIST	C	80	1	80		**1**	
	PROJECTS OFFICER III,SPECIAL	C	80	1	80		**1**	
	STAFF OFFICER I	O	125	1	125		**1**	
	STAFF OFFICER I	O	125	1	125		**1**	
	TOTAL OFFICE SPACES:				1,085			
	ALLOWABLE GROSS UP FACTOR (20%):				217			
	TOTAL OFFICE AREA:				**1,302**			
	CONFERENCE ROOM		250	1	250			
	STORAGE		200	1	200			
	TOTAL COMMUNITY SERVICES				**1,752**	0.8%	**9**	
Q	**MANAGEMENT INFORMATION SYSTEM**							*THIS DEPARTMENT ON GROUND FLOOR IF POSSIBLE*
	SYSTEMS INFO OFFICER, CHIEF	O	175	1	175		**1**	
	SYSTEMS MANAGER III	O	175	1	175		**1**	
	MANAGING CONSULTANT	O	175	1	175		**1**	
	SYSTEMS MANAGER III	O	175	1	175		**1**	
	SYSTEMS MANAGER III	O	175	1	175		**1**	
	OFFICE DIRECTOR II	O	175	1	175		**1**	
	SYSTEMS MANAGER II	O	175	1	175		**1**	
	SYSTEMS MANAGER II	O	175	1	175		**1**	
	SYSTEMS MANAGER II	O	175	1	175		**1**	
	LEAD BUSINESS SYSTEMS ANALYST	O	175	1	175		**1**	
	SYSTEMS MANAGER II	O	175	1	175		**1**	

		OPERATIONS MANAGER II	O	175	1	175		1	
		LEAD PROGRAMMER ANALYST	O	125	1	125		1	
		LEAD NETWORK SPECIALIST	O	125	1	125		1	
		PROGRAMMER ANALYST II	O	125	1	125		1	
		DATABASE ADMINISTRATOR	O	125	1	125		1	
		LEAD PROGRAMMER ANALYST	O	125	1	125		1	
		LEAD PROGRAMMER ANALYST	O	125	1	125		1	
		LEAD PROGRAMMER ANALYST	O	125	1	125		1	
		SENIOR BUSINESS SYSTEMS ANALYS	O	125	1	125		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		SENIOR NETWORK SPECIALIST	O	125	1	125		1	
		BUSINESS SYSTEMS ANALYST II	O	125	1	125		1	
		LEAD SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		LEAD SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		SENIOR PROGRAMMER ANALYST	O	125	1	125		1	
		PROGRAMMER ANALYST II	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		STAFF OFFICER I	O	125	1	125		1	
		BUSINESS SYSTEMS ANALYST I	O	125	1	125		1	
		PROGRAMMER ANALYST II	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		SENIOR SYSTEMS ADMINISTRATOR	O	125	1	125		1	
		OP/MGMT ANALYST PRINCIPAL	O	125	1	125		1	
		LEAD SYSTEMS OPERATOR	O	125	1	125		1	
		PROGRAMMER ANALYST I	C	80	1	80		1	
		SYSTEMS ADMINISTRATOR II	C	80	1	80		1	
		SYSTEMS ADMINISTRATOR II	C	80	1	80		1	
		SYSTEMS ADMINISTRATOR II	C	80	1	80		1	
		SYSTEMS ADMINISTRATOR II	C	80	1	80		1	
		OP/MGMT ANALYST SENIOR	C	80	1	80		1	

	SYSTEMS ADMINISTRATOR I	C	80	1	80		1	
	SENIOR SYSTEMS OPERATOR	C	80	1	80		1	
	SYSTEMS OPERATOR I	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR I	C	80	1	80		1	
	STAFF OFFICER I	O	125	1	125		1	
	SYSTEMS OPERATOR I	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR II	C	80	1	80		1	
	SYSTEMS OPERATOR I	C	80	1	80		1	
	TOTAL OFFICE SPACES:				7,040			
	ALLOWABLE GROSS UP FACTOR (20%):				1,408			
	TOTAL OFFICE AREA:				**8,448**			
	CONFERENCE ROOM		500	2	1,000			
	STORAGE		200	2	400			
	WAITING AREA		100	1	100			
	OPERATIONS		3,000	1	3,000			*GROUND FLOOR; NEAR MAIN STORAGE [X]*
								2 LARGER PRINTERS (13 FT X 3 FT EACH)
	TOTAL MANAGEMENT INFORMATION SYSTEM				**12,948**	5.9%	**58**	

R	**AUDITORIUM**		7,500	1	7,500	3.4%		*SPEAKER SYSTEM*
S	**LUNCH ROOM**		7,500	1	7,500	3.4%		*5 VENDING MACHINES; TVS IN ALL CORNERS*
								COUNTERS AND CAMERAS; 8 MICROWAVES
T	**WELLNESS AREA**		7,500	1	7,500	3.4%		*1500 SF LOCKER/RESTROOM/SHOWERS; 1500 SF AEROBICS*
								4500 SF WEIGHTS AND CARDIO MACHINES
U	**TRAINING ROOM**		2,000	1	2,000	0.9%		*ON GROUND FLOOR PREFERABLY*
V	**COMPUTER LAB**		2,000	1	2,000	0.9%		*ON GROUND FLOOR PREFERABLY; 20 COMPUTER STATIONS*
W	**BREAK ROOMS**		125	10	1,250	0.6%		*TWO PER FLOOR OR SPREAD OUT EVENLY*
								SMALL ICE MACHINES AND DOUBLE SINK IN EACH
X	**MAIN STORAGE AREA**		8,000	1	8,000	3.7%		*ONE AREA ON GROUND FLOOR*
Y	**WORK ROOMS**		100	7	700	0.4%		*ONE PER FLOOR MINIMUM*
Z	**IT ROOMS**		200	5	1,000	0.5%		*ONE PER FLOOR MINIMUM*
	NET SF				**190,087**	**87%**	**927**	
	ALLOWABLE GROSS UP FACTOR (15%)				28,513	13.0%		*LUNCH ROOM [S] SHOULD SHARE RESTROOMS WITH WELLNESS*
								AREA [T] IF POSSIBLE
	TOTAL OCCUPANT AREA:				**218,600**	**100.0%**		
	TOTAL SPACE EFFICIENCY:				235.81	OCC/SF		

	SUMMARY OF ALL MAJOR SPACES AND BREAK DOWNS:				
A	**EXECUTIVE DIRECTOR OFFICE**		**5,944**	2.7%	**23**
B	**ATTORNEY GENERAL OFFICE**		**3,344**	1.5%	**14**
C	**ECONOMIC ASSISTANCE**		**16,146**	7.4%	**104**
	CLASSROOM	*2,000*			
D	**WORKFORCE DEVELOPMENT**		**6,406**	2.9%	**34**
E	**CALL CENTER**		**3,072**	1.4%	**40**
F	**CHILDREN AND YOUTH SERVICES**		**5,594**	2.6%	**38**
G	**YOUTH SERVICES**		**1,978**	0.9%	**11**
H	**CHILD PROTECTIVE SERVICES**		**45,681**	20.9%	**300**
	TOTAL 1ST PHASE MOVE:	*7,688*			
	TOTAL 2ND PHASE MOVE:	*17,060*			
	TOTAL 3RD PHASE MOVE	*20,933*			
I	**ADULT AND AGING SERVICE**		**7,262**	3.3%	**48**
J	**COMMUNICATION DEPARTMENT**		**960**	0.4%	**3**
K	**PROGRAM INTEGRITY**		**8,042**	3.7%	**55**
L	**ADMINISTRATIVE SERVICES**		**12,722**	5.8%	**50**
	MAILROOM	*5,000*			
M	**BUDGET AND ACCOUNTING**		**12,888**	5.9%	**89**
N	**CHILD SUPPORT ENFORCE**		**4,630**	2.1%	**30**
O	**INTERNAL AUDIT**		**3,268**	1.5%	**21**
P	**COMMUNITY SERVICES**		**1,752**	0.8%	**9**
Q	**MANAGEMENT INFORMATION SYSTEM**		**12,948**	5.9%	**58**
	OPERATIONS	*3,000*			

R	**AUDITORIUM**				**7,500**	3.4%		
S	**LUNCH ROOM**				**7,500**	3.4%		
T	**WELLNESS AREA**				**7,500**	3.4%		
U	**TRAINING ROOM**				**2,000**	0.9%		
V	**COMPUTER LAB**				**2,000**	0.9%		
W	**BREAK ROOMS**				**1,250**	0.6%		
X	**MAIN STORAGE AREA**				**8,000**	3.7%		
Y	**WORK ROOMS**				**700**	0.3%		
Z	**IT ROOMS**				**1,000**	0.5%		
	ALLOWABLE GROSS UP FACTOR (15%)				*28,513*	13.0%		
	TOTAL OCCUPANT AREA:				**218,600**	100.0%	**927**	
	TOTAL SF OF CONFERENCE ROOMS				*16,000*			
	TOTAL SF OF STORAGE ROOMS				*16,000*			
	TOTAL SF OF WAITING AREAS				*1,050*			

EXHIBIT B

REFERENCES

Reference #1:

Tenant Name: _____

Location / Square Footage: _____

Lease Dates: _____

Property Manager: _____

Contact Name: _____

Phone: _____ E-Mail: _____

Reference #2:

Tenant Name: _____

Location / Square Footage: _____

Lease Dates: _____

Property Manager: _____

Contact Name: _____

Phone: _____ E-Mail: _____

Reference #3:

Tenant Name: _____

Location / Square Footage: _____

Lease Dates: _____

Property Manager: _____

Contact Name: _____

Phone: _____ E-Mail: _____

The bidder may submit as many references as desired by submitting as many additional copies of this **Exhibit B**, References, as needed. The Department of Finance and Administration will begin contacting references at the top of the list and will continue down the list until at least three contacts have been reached.