

PROJECT MANUAL FOR:

DESIGN AND LEASE OF OFFICE FACILITIES AND PARKING FOR:

ALLEN COUNTY JOB AND FAMILY SERVICES

**1501 South Dixie Highway
Lima, Ohio 45804**

FOR

**Board of County Commissioners
Allen County, Ohio**

PREPARED BY:

**Garmann/Miller Architects-Engineers
38 S. Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
419-628-4240**

DATE: August 16, 2018

Project No. 18048.0

TABLE OF CONTENTS

REQUEST FOR PROPOSAL FOR LEASED OR BUILD-TO-SUITE OFFICE SPACE

PROPOSAL FORM

Division 2 – General Space Requirements

Division 3 – General Building requirements and specifications

Division 4 – Services, Utilities and Maintenance

Division 5 – Miscellaneous Provisions

Division 6 – Building Program

Division 7 (Optional) – Child Support Option

**Request for Proposal for Lease or Build-to-Suit Office Space for Allen County Department of Job and Family Services Pursuant to ORC 307.02 and 307.86 (I)
Offered by: Allen County Board of Commissioners
On behalf of: Allen County Department of Job and Family Services**

Allen County Department of Job and Family Services

1501 S. Dixie Highway
PO Box 4506
Lima, OH 45802-4506

General

Allen County Commissioners are soliciting proposals to lease office space for the County's Job & Family Services Department. The department services residents of Allen County by administering public assistance such as Cash, Food Assistance and Medicaid programs of the State and Federal government, investigating complaints of elder abuse and neglect and providing needed supportive services such as transportation and day care assistance. This document is a request for proposal to lease office space under 307.02 and 307.86 (I) of the Ohio Revised Code.

Programs and services provided include Ohio Works First, Food Assistance, Medicaid, Adult Protective Services, Title XX, Child Care Assistance, Prevention, Retention and Contingency Program, Ohio Means Jobs and Fraud/Investigations.

Location

Suitable properties could include existing free-standing buildings, or land of 2 ± acres that can be developed to Allen County requirements. Only those sites with or within reasonably close distance to the city of Lima, Ohio and having public transportation available are acceptable.

Size

Approximately 48,000 gross square feet of space with 250 parking spaces in separate lots for employees and clients. The expected occupancy of the building will be 110 employees with an average of 140 visitors to the building per day.

Public Transportation/Access

Convenient proximity and access to major arterials and public transportation is required.

Guideline Schedule

Lessee shall have a maximum 60 days to accept from the date set for receipt of offers.

Lessor shall provide evidence of firm commitment of funds 45 days after award of the lease contract as per division 2

Lessor shall provide evidence of compliance with local zoning laws or variances, award of construction contract and issuance of building permit within 120 days after award of the lease contract as per division 2

Space shall be delivered for occupancy on or before December 31, 2019

Prospective lessors are advised that if any work is necessary to be performed in the preparation of the leased premises, the Prospective lessor shall be subject to the requirements of the "State of Ohio Prevailing wages" pursuant to ORC 4115.

Each proposal should provide information on:

- 1 – General Background of the Firm: number of years in business, firm location, number of employees and key personnel.
- 2 – Experience: experience with similar projects
- 3 – Technical Proposal Form: Outline your expected process, schedule, and expected costs as a lease rate. List any suggestions, observations, or objections
- 4 – References: list 3 project references that the county may contact

Time of Award and Term of Lease:

Upon receipt of proposals from Prospective Lessors with properties meeting the criteria specified in the Project Manual, the Allen County Commissioners shall negotiate with the Prospective Lessors to obtain a lease at the best and lowest price considering the fair market value of the property and any relocation and operating costs that may be incurred during the period the lease is in effect in addition to those terms and conditions as deemed necessary and desirable by Allen County Commissioners. The Allen County Commissioners reserve the right to reject any and all Proposals and to waive any irregularities in favor of the County.

Allen County Commissioners shall have a maximum of 60 days to accept from the date set forth in the receipt of proposals. The term of the lease shall be 25 years and with building purchase option at the end of the lease period. The lease shall additionally include those terms and conditions deemed necessary and desirable by Allen County Board of Commissioners.

Incurring Costs:

The Allen County Commissioners are not liable for any costs incurred by Prospective Lessors prior to signing of a lease or for any of the costs associated with the preparation or presentation of the Proposal.

Evaluation Criteria:

The Allen County Commissioners at their sole discretion shall employ several criteria in evaluating the lease proposals received pursuant to the request for proposals. In selecting the best lease Proposal, consideration will be given in the following order of importance: cost, condition of the property, location, size, ability of each prospective lessor to meet the requirements of Allen County set forth in the Project Manual.

Submission of Proposals:

A proposal to lease office space shall at a minimum meet the requirements and contain the terms set forth in this Project Manual. Proposals must be made in the general format using the designated forms contained in the Project Manual along with other information as outlined in the Project Manual. Proposals shall be in a sealed envelope marked on the outside, "Proposal for Lease of Office Space for Allen County Department of Job and Family Services" and addressed to Allen County Board of Commissioners at 204 N. Main Street Suite 301 Lima, Ohio 45801.

Sealed proposals for this lease, endorsed with the title: Proposal for lease of office space for Allen County Department of Job and Family Services on the outside of the envelope must be received by 11 AM local time on September 17, 2018 at:

Allen County Board of Commissioners
Attention: Kelli Singhaus, Clerk
204 N. Main Street Suite 301
Lima, OH 45801

Sealed proposals will be publicly opened at that time and read aloud. Prospective lessors are advised that proposals which are deficient in any requirement may be rejected.

Documents available at Allen County's website: <http://www.allencountyohio.com>

-Building Program Matrix

-Bubble Diagram

-Outline Specification

Changes/Amendment to Request for Proposal:

Allen County may amend the Request for Proposal at any time during the proposal process. Allen County will furnish amendments to Prospective Lessors. Should Allen County issue an addendum to the Request for Proposal the submission deadline may be extended to accommodate changes in proposal request.

**PROPOSAL FORM
PROPOSAL TO LEASE SPACE TO
BOARD OF COUNTY COMMISSIONERS
ALLEN COUNTY, OHIO FOR
ALLEN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

1. DESCRIPTION OF PREMISES

A. Building name and address

B. Space in entire building: (net usable square feet) _____

C. Number of floors: _____

D. Type of construction: _____

E. Live Floor Load Capacity: (lbs. /sq. ft.) _____

F. Age of building: _____

G. Date and method of acquisition: _____

2. AMOUNT OF NET USABLE SPACE OFFERED AND SQUARE FOOT RATE

A. 25 Year Initial Term

Annual Rate for Job and Family Services Total
Area _____ X \$ _____ (sq. ft. rate per year) = \$ _____
Annual Rate for Child Support (if included)
Area _____ X \$ _____ (sq. ft. rate per year) = \$ _____
Purchase Option at end of 25 Year Term
= \$ _____

3. POSSESSION OFFERED

Space will be provided in accordance with specifications and ready for occupancy on _____ (Date)

4. TERM OF LEASE

Number of Years From To (Inclusive Date)

A. Initial 25 _____

5. DAYS NOTICE REQUESTED

A. Number of days to renew 90
B. Number of days to terminate 90

6. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS PROPOSAL _____

7. ATTACHMENTS SUBMITTED WITH THIS PROPOSAL

8. THE UNDERSIGNED ACKNOWLEDGED RECEIPT OF THE FOLLOWING ADDENDA, IF ANY, TO THE REQUEST. (Give number and date of each addendum received.)

9. PROSPECTIVE LESSOR OPERATES AS: _____ Individual _____ Partnership

_____ Corporation (If checked, give state) _____

_____ Other _____

10. NAME AND ADDRESS OF OWNER OF RECORD OF BUILDING SITE (CITY, STATE, ZIP)

11. PROSPECTIVE LESSOR INTEREST IN PROPERTY (Owner, Agent, Etc.)

12. SUPPLEMENTAL INFORMATION

24" High stack on glass partition per lineal foot _____

Landscape partitions per lineal foot _____

Telephone outlets (each) _____

Power outlet (each) _____

13. PROSPECTIVE LESSOR

CORPORATION:

Stockholders _____

PARTNERSHIP:

Partners: _____

SOLE PROPRIETOR:

Individual _____

14. NAME AND ADDRESS OF PROSPECTIVE LESSOR (Include Zip Code)

15. TELEPHONE (area code and number) _____

16. EMPLOYER'S IDENTIFICATION # /OR SOCIAL SECURITY #

17. PROSPECTIVE LESSOR'S SIGNATURE _____

18. DATE _____

DIVISION 2

DIVISION 2 – General Space Requirements

1. LOCATION: Lima, Allen County, Ohio

A. The building facilities and parking areas are to be provided by new or remodeled construction on a site described in paragraph 11.

2. NET USABLE SPACE

A. Type and amount of net usable space (See Division 5, Item 8 for definition of net usable). Provide a minimum of 48,000 square feet of net usable office and special purpose space, for use as may be designated by the Allen County Commissioners. The building may be single or multiple storied. In addition to the forgoing, a parking area to provide for a minimum of 250 cars is required (See Division 6 – Section 2-H, Specific Design Requirements, vehicle parking). The remainder of the site is to be used for purposes of landscaping, set-back and other local ordinances, as may be required. Basement or below grade space will not be considered as a part of usable net space as herein specified.

3. PARTITIONING

A. The successful lessor shall be required to furnish and install the following partitions:

1. Subdividing partitions, including permanent corridor partitions necessary for internal flow for traffic and 66” – 68” high landscape partitions.

4. ELECTRICAL, TELEPHONE and COMPUTER SERVICES

A. Lessor shall state, in his proposal or attachment thereto, the cost per unit to furnish and install electrical, telephone and computer outlets in excess of or less than the number required to provide a ratio specified in the Schedule of General Building Requirements and specifications. The Lessee shall have the option to either make a lump-sum payment, or to make an adjustment upward or downward in rental payment for outlets furnished in excess of or less than the specified ratio.

5. DATE OF POSSESSION

A. It is the Lessee’s desire to occupy the space as soon as possible. Space to be delivered, ready for occupancy, as soon as possible but not later than December 31, 2019.

6. TERM OF LEASE

A. One twenty-five (25) year term commencing with the date the Lessee accepts the space as ready for occupancy with the purchase option available at the expiration of the twenty-five year term.

7. OFFER ACCEPTANCE PERIOD

A. The Lessee shall have a maximum of sixty (60) days to accept from the date set for receipt of offers.

8. EVALUATION OF PROPOSAL AS TO PRICE

A. Negotiations will be conducted to obtain the most reasonable offer possible. However, for purposes of determining the lowest proposal as to price, proposals for the initial term and subsequent terms will be considered and evaluated as follows:

1. Proposals are requested on (or shall be reduced to) an annual square foot rate for the amount of net usable space offered and not an overall yearly or monthly rate.

2. Moving costs to be incurred by the Lessee will be considered as a factor in the determination of the lowest total overall costs.

9. EMPLOYERS I.D. & SOCIAL SECURITY

- A. If the successful lessor is other than a legally established corporation, payments under the proposal will be made to the successful lessor; lessor must show his employer's Identification Number and/or Social Security Number.

10. LOCAL PLANNING

- A. The successful lessor shall give proper consideration to local planning authority's plans for traffic flow and patterns, both pedestrian and vehicular, in his selection for an existing building proposal, and/or his positioning of a new building and improvements on the site.

11. SITE INFORMATION

- A. The lessor shall provide with his lease proposal a full description of the site proposed including a site plan sketch identifying the building site area, parking, landscaping, etc. proposed and/or herein specified. Only those sites with or within reasonably close distance to the City of Lima, Ohio and having public transportation available are acceptable.
- B. The successful lessor shall be responsible for adapting the new and/or existing building to the site and existing conditions so as to comply with the specifications as herein written. The lessor shall be responsible, if he deems necessary, for obtaining at his cost, a survey of the site together with a topographical survey. The Allen County Commissioners assumes no responsibility for the accuracy of any survey and all information there from must be verified by the lessors.

12. ENVIRONMENTAL

- A. Audit: The lessor shall be prepared to provide upon request a 'Phase I Environmental Audit' to cover the building and parking area proposed in their submittal as may be required.
- B. Material Data Sheet: All hazardous and/or toxic materials brought onto the premises must be accompanied by a "Materials Safety Data Sheet". Lessee and Lessor to be advised of all such materials used on the premises or in the facility under contract.

13. EQUIPMENT

- A. Unless otherwise specifically provided in this solicitation, all equipment, materials, and articles incorporated in the work covered by this solicitation are to be new and/or renovated (if existing building) and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in this solicitation, reference to any equipment, number, shall be regarded as establishing a standard of quality and shall not be construed as limited competition, and the successful lessor, may at his option, use any equipment, material, article, or process which, in the judgment of the Lessee's Contracting Officer for this review the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature, and rating of the machinery and mechanical and other equipment and material which the lessor contemplates incorporating in the work. When so directed, samples shall be submitted for review at the lessor's expense with all shipping charges prepaid. The purpose of this review will be to determine if such equipment, etc., will meet the requirements of the Request for Proposals. No government approval is to be given in this regard.

14. FINANCING

- A. After submission of proposals and prior to award of a contract and upon the request of the Allen County Commissioners, lessor shall submit to the Contracting Officer (a) satisfactory evidence of at least a conditional commitment of funds in an amount necessary to perform the work, and (b) the name and address of the construction contractor or contractors who will construct and/or remodel or be invited to construct or remodel the building and facility.

15. PERMITS AND FUNDING

- A. Within forty-five days after award of the lease contract, the successful lessor shall provide to the Contracting Officer evidence of:
 - 1. Firm commitment of funds in an amount sufficient to perform the work.
- B. Within 120 days after award of the lease contract, the successful lessor shall provide to the Contracting Officer evidence of:
 - 1. Compliance with local zoning laws or evidence of variances, if any, approved by the proper local authority.
 - 2. Award of a construction contract with a firm completion date.
 - 3. Issuance of a building permit covering construction of the improvements.

16. SPECIAL-TYPE INSTALLATION

- A. The Lessee may require special-type installations in the space, such as computer rooms, vaults, first aid room, etc. containing special air conditioning and heating controls, flooring and various electrical, plumbing and mechanical facilities and equipment not otherwise specified in this solicitation. In the event the Lessee requires the lessor to complete such installations, the lessor will be required to submit a cost estimate to the Contracting Officer within 30 days after receipt of complete specifications for the special-type installations. If the Lessee contracts with the lessor to effect such installations, payment will be made on a lump-sum basis or through increased rental payments at the Lessee's option. Increased rental will recognize residual value to the lessor and will include interest, if any, at a rate not in excess of the first mortgage. In connection therewith, the successful lessor will be required to accomplish such work on an actual cost basis and the Lessee's payment therefore will be computed on the basis of such cost, but not without including any amounts for profits and/or home office overhead, but including actual job overhead.

DIVISION 3

DIVISION 3 – General Building Requirements and Specifications

1. GENERAL

A. Introductory

1. Unless specified to the contrary, whenever such words as “provide”, “furnish”, “submit”, “required”, appear in this Schedule without specific reference to any part, it shall be understood that the successful lessor, rather than the Allen County Commissioners is responsible for meeting the requirement or specification. Whenever the words “approval”, “prior approval”, “judgment”, are included without reference to any party, it shall be understood that the Contracting Officer of Allen County, rather than the successful lessor, is responsible for the action.
2. The specifications established in this Division represent minimum requirements that must be met or exceeded. They are not all-inclusive, but provide a guideline for lessors as to quality and standards required by the Lessee. Any building design or construction feature not covered by this Division shall be subject to final approval by the Contracting Officer. As a general rule, the Contracting Officer’s standards will be consistent with local or nationally recognized building practices, local codes, and the Ohio Building Code (OBC).
3. Final construction plans and specifications shall be prepared by the Registered Architects and/or Engineers regularly engaged in preparation of building drawings and specifications for their professional specialty, and drawings submitted shall show the stamp and/or seals of such professionals.
4. All construction work must be done by mechanics or workmen skilled in their respective trades and must be done in a workmanlike manner, presenting a good finished appearance acceptable to the Contracting Officer.
5. Buildings proposed for the Allen County Department of Job and Family Services use shall be clean and free from health and safety hazards, which in the judgment of the Contracting Officer, will be detrimental to agency operations.

B. Plans and Specifications

1. Lessors shall submit with their proposal to the Allen County Commissioners, four sets of sketches. These sketches need not be prepared by a Registered Professional Architect or Engineer. They need not be finished drawings, but must present enough information to convey the design concept of the project and shall include: a full site plan, site location plan, building location on site, net usable floor area and parking.
2. Within 60 working days after award of the lease contract, the lessor shall submit to the Contracting Officer of Allen County a tentative arrangement of partitions and related building equipment to be installed. Plans shall be considered tentative and the lessor agrees to locate such partitions and equipment as directed by the Contracting Officer. In this connection, four bound sets of construction documents and one copy in electronic format must be furnished by the successful lessor to scale. Documents shall show a minimum of construction information other than permanent walls, windows, columns, module spacing (if building is so designed), permanent partitions, peripheral floor mounted obstructions, and convector or convector housings. The documents, in electronic format, will be used by the Lessee for review, comment, and approval. The lessee shall provide comments no later than three weeks from the date of receipt of such documents by the Lessee.
3. Within 21 days after award of the contract, the lessor shall submit to the Contracting Officer a tentative Construction Schedule giving the dates on which of the various phases of construction will be completed with final construction and/or remodeling scheduled on or before December 31, 2019. The Schedule to include timing for

- completion of Design and Construction milestones, including but not limited to, (1) submittal of tentative documents, (2) submittal of completed working drawings, (3) completed construction documents, (4) start of construction, (5) completion of principal categories of work, (6) construction completion. The finalized schedule is to be submitted 30 days after award.
4. Within 120 days after award of the contract the lessor shall submit to the Contracting Officer four bound sets of construction documents and one copy in electronic format must be furnished by the successful lessor that shall consist of the following:
 - a. Floor plans, elevations, typical wall section, site plans, basic structural system, general schematic plans of the mechanical system and locations of major equipment, typical lighting layout, schematic layout of under floor duct system in general office areas (when specified), and calculations necessary to verify information shown on the drawings regarding A/C and Heating Load Calculations and specifications for heating and air conditioning equipment to be installed. References throughout this addendum to “architect” are to mean “architect/engineer”.
 - b. Progress Reports: After start of construction, the Lessor shall submit to the Contracting Officer, progress reports at intervals of two calendar weeks (10 working days including holidays). The report shall include information as to the percentage completed of each phase of each trade of work, a statement as to expected completion and occupancy date, changes introduced into the work, pending items awaiting Contracting Officer’s decisions, and general remarks on such items as material shortages, strikes, weather, etc.
- C. Door Identification
1. Adhesive applied aluminum, plastic, graphic, or equivalent identification letters and numbers shall be installed on doors to all offices, departmental entrances, toilets, stairways and special rooms, etc., for interior door identification purposes. All signage shall comply with ADAAG requirements. Sizes and types of letters and/or numbers shall be approved by the Lessee.
- D. Building Identification
1. Lessor to provide and install steel, carved wood, or anodized aluminum backed enamel letters for outside building identification. The title letters shall be large enough to be legible from a distance of 100 feet. Size, shape and location to be developed by Lessor and to be approved by the Contracting Officer prior to award, to harmonize with facility and grounds. The title should read:

Allen County Job and Family Services
Ohio Means Jobs – America’s Job Center

- E. Display Advertising
1. When the premises are for the exclusive use of the Lessee, the air space above the premises shall not be used in any manner except as necessary for the operation and maintenance of the premises. No signboards or advertising matter of any nature shall be constructed on or over the premises, without written consent of the Contracting Officer.

2. ARCHITECTURAL

A. Type of Building

1. The building shall be sound and substantial and of a type generally recognized as a modern office-type building. The building may be of any recognized construction type, acceptable to the regulations of the Ohio Building Code for classification and area specified.
2. Buildings that, in the determination of the Contracting Officer, have incurable functional obsolescence that will adversely affect the Lessee's operations will be rejected. In new construction, all exposed concrete columns shall be finished smoothly, with all pits, indentations and rough surfaces removed. No structural columns shall be left exposed or unfinished, and shall be fire protected.

B. Entrances, Exits, Corridors and Stairways

1. Exterior doors shall be of weather-tight construction equipped with automatic door closers and shall open out of the building. A minimum of two entrances shall enter the main lobby and a minimum of two such entrances shall be equipped with automatic door operators that comply with applicable ADAAG requirements. All exits and access to exits including corridors and stairways that may be used by the Lessee or those entering the building to do business with the Lessee shall comply with the requirements of the Ohio Building Code (OBC). Of particular importance is the capability to permit building occupants to evacuate the facility quickly and safely wherever a fire may be. All floors shall have a minimum of two (2) exits. The two most remote exits on each floor shall meet the requirements of the OBC. The arrangements of the exits shall be provided which shall prevent heat or smoke from a fire from simultaneously making all exits inaccessible. Vestibules shall be provided at public entrances and exits. In the event of negative pressure conditions, provisions shall be made for equalizing air pressure. All exits, corridors, or lobbies, shall meet the fire resistive material requirements of the OBC for the classifications and area of building offered.

C. Floors

1. Floor covering: Concrete to accept new floor covering shall be smooth, level, clean and dry. All floors in all offices, corridors areas, etc., shall be covered with commercial quality flooring.
2. Carpet: All carpet shall be direct glue down minimum 18 oz. solution dyed, textured, patterned loop, nylon, woven polypropylene primary and secondary backing. No exposed floors are permitted within the net usable areas. The Lessee shall select a maximum of three (3) colors. The color to be used in each area will be designated by the Contracting Officer. Unless specified in the section below titled "Tile", all areas, including corridors, are to be carpeted.
3. Sheet Flooring: Vinyl sheet flooring shall be used in all utility, janitorial, mechanical, kitchen/break areas and service areas. The Lessee shall select a maximum of three (3) colors. The color to be used in each area will be designated by the Contracting Officer.
4. Tile: Porcelain Tile shall be used in all restrooms and lobbies. The Lessee shall select a maximum of three (3) colors. The color to be used in each area will be designated by the Contracting Officer.
5. Miscellaneous: The Lessee and his Contracting Officer reserve the right to modify color and pattern to the extent that such modifications are possible within the cost of the base specification.
6. Floor Load Capacity: All office areas shall have a minimum live load capacity of 65 pounds per square foot, and storage areas and corridors a minimum live load capacity of 100 pounds (1st floor) and 80 pounds (above 1st floor) per square foot unless otherwise required by the OBC. The floor load written certification of the floor load

for all floors in the building will be stated on working drawings. A written certification of the floor load capacity by a registered Professional Engineer will be required and furnished to the Lessee at no cost. The calculations and structural drawings substantiating the Engineer's findings shall also be furnished if requested by the Lessee or Lima/Allen County Building Department.

D. Ceilings

1. Height: The space shall have basically flat ceilings with a height of approximately 8'-6", but not higher than 9'6" nor less than 8'0" clearance from the floor to the lowest obstruction, including lighting fixtures. The ceiling height shall be stated on the working drawings.
2. Acoustical Treatment: All ceilings shall have acoustical treatment. Acoustical material shall have a minimum noise reduction coefficient of 0.65. The noise reduction certification by a Registered Professional Engineer or the manufacturer must be furnished at no cost to the Lessee if requested by the Contracting Officer.
3. Flame Spread: All ceilings, including any acoustical treatment, shall consist of non-combustible materials having no less of a flame spread of 25 and a smoke development of 50 or less, when tested in accordance with the American Society for Testing Materials Standard E-84, current edition. (Provide fire rated ceilings where required by OBC)

E. Partitions And Walls

1. All partitioning materials including core materials shall consist of non-combustible materials having a flame spread of 25 or less and a smoke development of 50 or less when testing in accordance with the American Society for Testing Materials standard E-84, current edition. Wood, paneling or other decorative furnishings having fire hazard ratings of not over 75 for flame spread and 100 for smoke development may be used for areas of less than 1,000 square feet provided such materials are not installed in corridors and are otherwise acceptable to the Contracting Officer, and all State and local building codes. Such materials must be approved in advance by the Contracting Officer. Partitions must be furnished in accordance with the requirements of Division 2 and in accordance with the standards below. However, movable partitions of less than ceiling height shall not exceed a flame spread of 25 and a smoke development of 150.
 - a. Permanent Partitions: All partitions surrounding areas such as private offices, conference rooms, stairs, corridors, elevator shafts, toilet rooms, restrooms, and janitor's closets shall be of sturdy, sound resistant and fire resistant permanent construction from structural floor slab to above finish ceiling which shall be sound and fire treated as required above to existing or finish structure.
 - b. Sub-divide Partitions: All partitions shall be constructed or erected on finished floors, and shall be furnished complete with all necessary hardware. All metal types shall have baked-on finish of color or colors selected by the Lessee. The wallboard of demountable types shall be painted colors selected by the Lessee and his Contracting Officer.
 1. Wallboard and Metal Stud: these partitions to be installed on finished floors, and must be of metal or wood stud and painted wallboard construction completed in an acceptable workmanlike manner.

F. Wall Treatment

1. Restrooms shall have glazed wall tile to a minimum height of 4' in the toilet stall areas.
2. Public corridors, lobbies and other public-use space shall have vinyl wall coverings or other durable wall treatment acceptable to the Lessee, 20% of the balance of space shall have vinyl wall covering or other comparably priced wall treatment acceptable to the

Lessee and his Contracting Officer. The Lessee and his Contracting Officer shall be responsible for determining exact location of such wall treatments.

3. Vinyl wall covering shall meet the following minimum standards:

Weight: 20 oz. /lin. yd. minimum.
Type: II – Class ‘A’
Flame Spread Index : 0-25
Smoke Developed Index: 0-450

4. The Lessee shall approve selection of colors.

G. Windows

1. All movable sash windows shall be weather tight and designed to permit easy cleaning. Casement sash shall open out. Whenever windows extend to within 18” from the floor (and the space is located at least 10’ above ground), a suitable metal bar shall be provided on the interior window opening approximately three feet above the floor level. Other suitable safeguards may be considered as determined by the Contracting Officer. Fixed (non-operable) windows are acceptable provided adequate provisions are made for exterior cleaning of fixed glass. Lessor shall provide screens for all operable windows.

H. Doors

1. All doors shall be at least 36 inches wide and of soundproof and sturdy construction, and shall be provided in accordance with the OBC requirements. Hollow core wood doors are not acceptable. Where accordion doors or room dividers are required, the average sound attenuation factor (decibel rating) shall not be less than 48 STC. All exterior doors shall be minimum 1¾” thick galvanized hollow metal insulated type with double locking systems and weather stripping with rain drips.

I. Door Hardware

1. Hardware shall be of a heavy-duty commercial quality non-corrosive metal of standard manufacture for the type of space required. All bars/handles and automatic door closers shall be installed on public entrance, stairway, lobby, toilet, and locker room doors which open into corridors, to the outside, or to space otherwise accessible to other than those to be employed in the space to be leased. The entrances into the main lobbies (minimum of 2) shall be equipped with automatic door operators that comply with applicable ADAAG requirements. Automatic door closers in fire resistant rated wall assemblies shall be equipped with fusible links. All janitor closets, mechanical rooms, rooms containing equipment such as computer and telephone systems, supervisor offices, fiscal clerk offices, and administration offices shall have a lock on the doors. All locks shall be master keyed and the Lessee shall be furnished not less than two keys for each individual lock. Doorstops in base shall match door hardware. Building exits and other exterior doors that may be used for emergency egress shall be equipped with panic hardware as required by the OBC.

J. Painting

1. Immediately prior to Lessee’s occupancy, the walls, ceilings, partitions and trim shall be newly painted or otherwise refurbished with materials and colors approved by the Lessee or his Contracting Officer.
2. Submit to the Contracting Officer for approval a schedule for all painting work, indicating the paint manufacturer’s name, type of paint, and color designation for all painted areas. Include manufacturer’s full range of color chips. The color schedule shall match that shown on tentative drawings, except that in the absence of the schedule the Lessor’s architect shall devise his own color schedule for approval.
3. All surfaces to be painted shall first be cleaned and properly prepared.

4. Concrete and concrete block wall surfaces shall have one coat of filler and at least two coats of finish paint, sufficient to obtain uniform smooth surfaces. Other wall surfaces shall be similarly painted, using a sealer or primer in lieu of filler for the first coat.

K. Telephone – See Item 3H

1. Telephone facilities for Physically Handicapped Persons:
 - a. One public telephone on each floor should be made accessible to, and usable by, the physically disabled. Such telephones should be placed to conform to the requirements of the OBC and ADAAG.

L. Facilities For Physically Handicapped Persons

1. The following convenience shall be provided for physically handicapped persons in accordance with the American National Standards Institute (ANSI) Standard A-117:
 - a. Access for wheel chairs shall be provided from street or sidewalk and parking areas to every reasonable subdivision of space where a physically handicapped person may visit or work. Where possible, the main entrance to the building shall be at grade level. If not at grade level, a ramp, in accordance with the above referenced standard, with a slope not exceeding 1 foot in 12 feet, shall be provided. At least one passenger elevator shall be large enough to accommodate a wheel chair as specified in ANSI A-117.1-1961. The location of elevator controls shall be within reach of a person sitting in a wheelchair. Width of doors and other openings shall meet the requirements of the above referenced standard.
 - b. When existing elevators occur, they shall comply fully with the above referenced standards.

3. MECHANICAL – ELECTRICAL - TECHNOLOGY

A. General

1. The successful lessor shall be responsible for insuring that all plumbing, heating, air conditioning, ventilation, elevators, and other necessary electrical and mechanical features conform to the requirements of this part and are installed and operated in accordance with all local codes, ordinances, and regulations, plus the latest edition of the various publications set forth below.
2. The lessor shall also be responsible for the installation of mains, lines, and meters necessary for all utility services. All such equipment shall be checked and adjusted by the successful lessor prior to and during occupancy by the Lessee. All ducts, piping, and conduits shall be concealed within the walls or covered by furring, plastering, acoustical treatment, or other comparable means, except not necessarily in services and storage areas not normally used by office employees or the public.

B. Plumbing Facilities

1. In addition to the following, all plumbing shall meet the requirements of the Ohio Plumbing Code.
 - a. Drinking Fountains: Centrally cooled, filtered, water system, drinking fountains, or the automatic electric type fountains shall be located adjacent to the toilet rooms and at other strategic locations, so that a person will not need to travel more than one hundred feet (100 feet) to reach same. There shall be a minimum of one fountain on each floor containing office space and one fountain in each lobby. Recessed or wall hung fountains are preferred. All drinking fountains shall be ADAAG compliant. All work shall comply with the OBC.
 - b. Toilets: Separate staff and public toilet facilities for men and women shall be provided on each floor in the building and centrally located. Each toilet room shall

have sufficient water closets enclosed with modern floor and wall supported stall partitions and doors, urinals (in men's room) and lavatories in compliance with the OBC. In addition, each main toilet room shall contain the following:

1. A soap dispenser and mirror for every two sinks.
2. A modern toilet paper dispenser in each water closet stall.
3. A coat hook on inside face of partition door for each water closet stall
4. At least one modern paper towel dispenser for every two sinks and waste receptacle for every room.
5. A coin operated sanitary napkin dispenser in women's toilet rooms with waste receptacle for each water closet stall.
6. Ceramic tile wainscot from the floor to a minimum height of 4'6".
7. A convenience GFI outlet located adjacent to one mirror in each room
8. Provision for the handicapped.
9. Include number of fixtures required by code and a baby-changing table in each public restroom.

C. Janitor Closets

1. Janitor closets, containing a service sink with hot and cold water supply and ample storage space for cleaning equipment, materials and supplies, shall be provided on all floors. In addition, each room shall contain the following:
2. A minimum of 24" x 24" x 10" high molded mop service basin with faucet and vacuum breaker.
3. A hose bracket with hose.
4. A mop hanger with 3 clamps.
5. Minimum of two (2) 12" deep shelves x room length or width.
6. Minimum of 30" high plastic laminate wainscot at mop sink basin at all sides.

D. Heating, Air Conditioning And Mechanical Ventilation

1. Heating, air-conditioning and ventilation equipment and systems shall meet the requirements of ASHRAE Standard 90.1 – 2007. Energy Standard for Buildings except Low-Rise Residential Buildings, and NEC - 2014 National Electrical Code.
2. Heating, air conditioning and ventilation systems are required which are capable of maintaining inside temperatures in the range as noted below throughout the entire leased premises and service areas, regardless of outside temperatures.
3. The heating, air conditioning and ventilation system shall meet the requirements of ASHRAE Standard 62-2007, ventilation for acceptable indoor air quality.
4. Energy Conservation Operating Practices: in view of the critical need for energy conservation, the following operating practices shall be followed whenever these settings will result in fuel savings:
 - a. Heating season: During the heating season, temperatures shall be 68 to 72 degrees Fahrenheit.
 - b. Cooling season: During the cooling season, temperatures shall be maintained from 72 to 75 degrees Fahrenheit.
 - c. All Other Times When Heat or Air Conditioning Is Not Required: During these times, temperatures shall be allowed to vary from 65 to 78 degrees Fahrenheit.
 - d. Areas having excessive heat gain or loss, or affected by solar radiation at different times of the day, shall be independently controlled so that the interior temperature conditions stipulated can be maintained. Temperatures in all spaces will be maintained without drafts and heating/air conditioning noises.
 - e. Rooms and spaces to house telecommunications and computer equipment shall be provided with a separate cooling system. System shall be independently controlled and monitored with a separate temperature control device that automatically

maintains a preset temperature. This temperature range shall be in accordance with the manufacturer's requirements of the Lessee's equipment. Lessor is advised to review the extent and requirements of the Lessee's equipment prior to submitting a proposal.

- f. Exhaust ventilation shall be provided as required for heat producing equipment rooms such as Computer Controller Room, Telephone, equipment, etc. Heating/air conditioning and ventilation facilities shall be designed, installed and function as required by current standards and recommendations of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Incorporated and National Fire Protection Association Standards 90A and 91 except for the temperature variations indicated above.
 - g. Mechanical exhaust shall be provided for the toilet rooms in accordance with the applicable provisions of the OBC (Ohio Building Code).
 - h. All maintenance shall be at Lessor's expense.
5. Technology Wiring Closets and Server Room Requirements
- a. The equipment room/space shall be free and clear of all fire suppression (sprinkler system), water, and sanitary piping.
 - b. Provide an early warning fire detection system and/or an automatic fire suppression system, which will not be detrimental to data equipment.
 - c. Provide and install a minimum of 1 class BC portable fire extinguisher in the equipment room/space.
 - d. The Telecommunications and Network equipment are designed for operation within the following ambient temperature and relative humidity ranges:
 - 1. Ambient temperature:
 - Normal: 65F to 85F
 - Extreme: 32 to 113°F (0 to 45°C)
 - 2. Relative humidity:
 - 10 to 85% (non-condensing)
 - e. Air handling and/or cooling equipment, required to maintain ambient temperature and humidity requirements during a commercial power failure, should be powered from an emergency standby power source, if available.
 - f. The Equipment area should be free of all airborne contaminants, such as high concentration of dust, corrosive gases, metallic, paper, fiber or carbon particles.
- E. Elevators
- 1. All elevators shall conform to the requirements of the current edition of the Safety Code for Elevators and Escalators (ASME A17.1); also with local and state codes and ordinances. All public elevators shall comply with ADAAG requirements.
 - 2. All elevators are to be equipped with telephones or other two-way emergency signaling systems. Whatever system is used shall be clearly marked and shall reach a point of emergency communication that is manned at all times that the elevators are in service. If the Lessee occupies space above the first floor, a method of emergency power shall be provided and arranged to return all elevators to the exit floor in the case of power outage. An emergency power supply connection is not required for elevators, which can readily be moved to an exit floor without power.

F. Electrical Main Services Facilities

1. All work not specifically described shall be designed to meet the requirements of the latest edition of the National Electrical Code, the National Electric Safety Code, Standards of the National Electric Manufacturer's Association, Insulated Power Cable Engineer's Association, the American Institute of Electrical Engineers, and local codes and ordinances. The main service facilities and meter panel and branch circuits shall be adequate to provide for the electrical load that will be required. This service shall be in a suitable enclosure, which is readily accessible for inspection. The area within the enclosure around the electrical services shall not be used for storage or other purposes. Distribution panels are to be circuit breaker type as standard for the building, and shall contain a minimum of 10% spare circuits over the circuits required by the Lessee.

G. Electrical Service Outlets

1. Duplex outlets, floor and wall outlets shall be provided on the basis of one outlet per 100 net usable square feet of space for the operation of office machines and equipment. In any event, each room shall have at least one duplex electrical outlet for each wall. Designated areas for copiers, printers, vending machines, or other equipment shall have additional outlets. In larger open-type office areas, it is desired that the space shall be equipped with recessed floor conduit, on eight-foot centers, large enough to accommodate the required power and telephone lines. Duplex utility outlets shall be provided in toilets, corridors and stairwells for maintenance and also in dispensing area. Outlets to be circuited separately from the lighting with not more than 8 such outlets on one circuit. Copiers, microwaves, refrigerators, large commercial-type coffee pots, etc, should be on separate circuits. The Lessee may elect to locate such outlets as it is entitled to under this paragraph at locations other than as herein specified, provided that the total number of outlets shall not exceed the amount it would otherwise receive if installed as provided above. 220-volt electric services must be available on all floors. Provide ground fault circuit interrupter (GFCI) type outlets at all areas as required by code but as a minimum at all toilet rooms, kitchens, and exteriors.

H. Telephone system:

1. All wiring, blocks and connectors, installation methods and practices to meet EIA-TIA standards and shall conform to the National Electric Code.
2. Provide adequate entrance conduits, and complete system of empty conduits, terminal boards and cabinets as required to accommodate the telephone company wire distribution. Leave a #14 iron wire pull wire in every conduit. From the Telco point of demarcation to the phone equipment room, run 50 pair cable terminated on both ends on either 66-block connectors or 110-block connectors labeled on both ends.
3. A minimum 4' x 8' x 3/4" plywood board, fire rated and painted shall provided on one wall in the telephone equipment room. From the phone equipment room, run a minimum of 4 pair of category 3 wires to each phone jack. All four pairs of the wire to be terminated on both ends. Provide a minimum of Cat 6 modular connectors at the station end and either 66-block or 110-block connectors as consistent with Item H.2. above in the phone equipment room. Wire is to be labeled on both ends, i.e. A01, B02, etc.
4. A total of 500 Cat 6 Telephone jacks shall also be provided on the basis of one for each 100 net usable square feet, unless otherwise specified. Each room shall have at least one telephone jack. Larger offices shall have two telephone jacks.
5. Lessor is advised to view clients existing facility for minimum telephone requirements. Where a group of wires run together wrap and suspend from roof joist, do not lay any cable on light fixtures.

I. Lighting

1. Modern, diffused, fluorescent electric fixtures, shall be provided throughout all office and reception areas capable of producing and maintaining minimum of 50 foot candles; a minimum of 30 foot candles in toilet and storage areas and 30 foot candles in closets, corridors and other public areas and/or as required by the Ohio Building Code. These standards refer to maintained light at desk level. Recessed lighting fixtures preferred, but flush-mounted fluorescent fixtures attached to the ceiling are acceptable at utility areas. The parking area shall be illuminated to approximately one-foot-candle average with LED pole mounted light fixtures and standards or approved equal.
2. All light fixtures shall be controlled by wall switches conveniently located on columns or walls adjacent to door openings. In corridors and spaces with more than one entrance, three-way switches shall be provided. Ballasts are to be instant-start, thermally protected voltage regulating type UL or ETL approved. All building entrances must be adequately lighted outside.

J. Exit And Emergency Illumination

1. Exit and emergency illumination shall be provided in accordance with the National Fire Protection Association Standard Number 1-1 Code for Safety to Life, and/or if required by the Ohio Building code.

K. Computer Wiring Installation

1. CAT 6 Computer Wiring: Provide a complete Computer Wiring System as outlined herein and as approved by the Lessee. Install minimum of CAT 6 network cabling from each office/workstation and networked printer/copier to a patch panel located in the controller room. Terminate the office/printer/copier end of the cable with a RJ-45 wall plate. Terminate the controller room end to the patch panel. Allow three feet of cable at the controller. Label each end of cable, i.e. A01, B02 etc. Where a group of cables run together wrap and suspend from roof joist. Do not lay any cable on the light fixtures. Each conference room shall have two data ports. The large conference room shall have at least 16 data ports equally spaced around the room. Larger offices, administration offices, MIS offices and offices designed for 2 employees such as I&R and IM aides offices, shall have two data ports. Offices for fiscal clerks shall have 3 data ports. The IM and MIS training rooms shall each have 8 data ports, the Resource Room shall have 13 and the Skillshop shall have 10 data ports. The computer lab shall have 20 data ports. A T-1 line is to be installed with the demarcation point in the controller room.
2. Labeling - A unique drop number must identify both ends.
3. Cabling vendor to supply documented test results listed by drop number (label) per the CAT5e or higher standard.
4. 2 or 4 Post Racks for patch panels should be placed side by side – Near a power source (electrical outlet).
5. The cabling vendor should be aware and follow all building codes. ODJFS is not responsible for any delays in obtaining permits due to wiring inadequacies.
6. All equipment racks must be Grounded and Bonded in accordance with ANSI/TIA/EIA - 607

L. Wiring Closets (IDF) / Server Room (MDF) Electrical Requirements

1. Each (IDF) wiring closet and (MDF) server room must have a minimum of four 20AMP-dedicated circuit “quad outlet” (NEMA 5-20R receptacle)

M. General Technology

1. The building requirements specified herein are essential for proper installation and operation of data/telecom equipment.

2. All building construction work necessitated by these building requirements shall be the responsibility of the customer, and all building construction work must be completed prior to the Telco's installation start date for this equipment.
 3. The customer shall be responsible for the procurement and payment of all fees, permits, and licenses necessary for the execution and completion of all building construction work specified herein.
 4. All building construction work specified herein shall be in compliance with all national, state, and local building codes and the national electric code
 5. Telecom equipment should be placed in a secure location with limited access. Telecom company access for repair 24 hours a day, 7 days a week is required.
 6. Equipment racks to be anchored to the floor or secured to a rigid wall structure.
 7. Clear height, in the data equipment room (space), defined as clearance under beams, ducts, piping, and conduits, shall be a minimum of 9'-0"
 8. Concrete floors shall be sealed or covered with resilient flooring.
 9. Walls, ceiling, and structural members shall be sealed or painted to prevent flaking and dusting.
 10. Backboards to be used in the area must be flame and fire retardant treated.
 11. MDF/Server room needs to be behind 2 Barriers
 - a. Example: Barrier # 1 Reception area door, Barrier # 2 Locked door on MDF/Server room
 12. Multi-tenant building: Shared equipment rooms, any PC/Server containing FTI data in a shared data closet must be installed into a locking cabinet. Accessible only by a limited amount of ODJFS staff.
- N. Technology Building Entry and DMARC location (New Construction)
1. Two 4" inch metallic or schedule-80 PVC conduit structure(s), equipped with a pull line/wire equivalent to 130 lbs tensile strength.
 2. Identify with a location stake the end of any underground conduit structure(s) provided for telecommunications requirements and secure the pull line/wire to it.
 3. Excavate and backfill all specified conduit structure(s) with suitable materials at a minimum depth of 24 inches, parking lots or garages 35 inches and concrete encased.
 4. Conduit structure(s) shall be designed and installed with sweeping bends and in accordance with:
 5. Four (4) times the internal diameter for conduit(s) 2 inches or smaller.
 6. Ten (10) times the internal diameter for conduit(s) 2 ½ inches or larger.
 7. "Lb-type" fittings are not to be used in lieu of conduit bends.
 8. Provide a 3/4 inches thick plywood backboard of the size and at the location indicated by customer or Telco.
 9. The plywood backboard must be a minimum of 36 inches from the electrical service panel, with a minimum working space of 36 inches immediately in front of the backboard.
 10. Provide a no.6 solid copper ground wire from the main building electrical ground to the plywood backboard location. This will ensure that adequate electrical protection is maintained for both the user and the telecommunication equipment.
 11. Multi-tenant buildings will require access from the backboard to each tenant space. Such arrangements will be noted on the detailed plans. A "typical" arrangement may specify a 4" inch conduit or sleeve into each tenant space.
- O. Facilities For Physically Handicapped Persons.
1. Toilets: Toilet rooms shall have space to allow traffic of individuals in wheelchairs. In addition to the number and types of toilet fixtures and the location of toilet facilities

specified in this Division, all toilet rooms will comply with the accessibility requirements of the Ohio Building Code.

2. In addition Lessor to comply with the following:
 - a. Lavatory: At least one lavatory in each toilet room shall have a narrow apron which when mounted at standard height is usable by individuals in wheelchairs, or shall have a lavatory mounted higher so that they are usable by individuals in wheelchairs. Drain pipes and hot water pipes under a lavatory must be covered or insulated so that wheelchair individuals without sensation will not burn themselves.
 - b. Mirror: One mirror shall be provided above each lavatory at a height as low as possible and no higher than 40 inches above the floor. Toilet rooms for men shall have at least one wall mounted urinal, and shall have dispensers and disposal units mounted no higher than 40 inches from the floor.
 - c. Drinking Fountains: In addition to the requirements for the drinking fountains in this Division, not less than one fountain per floor of leased space shall be accessible to and usable by the physically disabled. The water fountain shall have an upfront spout and control. It shall be hand operated. A fully recessed water fountain is not recommended. The water fountain should not be set into an alcove unless the alcove is wider than a wheelchair

P. Vibration Isolation Of Mechanical And Electrical Equipment

1. Special provisions and expertise are required to avoid problems caused by noise and vibration generated by mechanical and electrical equipment.
2. Data in ASHRAE Guide and Data books shall be used to design vibration isolation and other sound control facilities.
3. The coordinated design shall limit noise in occupied spaces with all equipment operating. Sound level for each type of space within the applicable ASHRE range of NC Criteria Curves shall be used.
4. All Lessor owned equipment on this site, irrespective of location, shall meet State and Local ordinance and regulations.
5. Sound level requirements (noise and vibration) shall be considered when selecting type of, and location for, electrical ballasts and transformers.

Q. Vending Facilities

1. The Lessee will be installing vending machines. These installations will require additional wiring, electrical, or plumbing connections that may not be provided for in the design of the building and may also require supplemental air conditioning, extra water, electricity, gas, waste disposal, or other utilities. The lessor shall include an amount in this offer, which represents the prospective cost of installing any food services facility vending stands or vending machines since there may be no requirements for same in the space eventually leased.

R. Security System

1. Lessee to provide security system
 - a. Lessee to pay for monitoring, upgrading and maintaining system
 - b. Lessor to provide tie-in to building fire alarm system

S. Parking Lot

1. Lessor to provide 250 parking spots, with 7 meeting ADAAG requirements including two van accessible spaces. Parking lot to be maintained, painted & resurfaced when needed and kept free of debris by Lessor.

4. SAFETY AND FIRE PREVENTION

A. General

1. The building and related equipment, and any utilities or services furnished and activities of other occupants shall be free of accident and fire hazards that in any way will affect Lessee's operations, property or personnel. When such hazards are detected, they must be promptly corrected at no expense to the Lessee.
- B. Portable Fire Extinguishers
1. The successful lessor shall provide portable fire extinguishers meeting local and state requirements and the requirements of the Occupational Safety and Health Act (OSHA). The Lessee shall maintain extinguishers in proper and safe operating condition.
- C. Standpipes
1. Standpipes for firefighting shall only be provided if the building occupied by the Lessor is required to have such by codes, etc. They shall be located preferably in stairwells (if existing), with one riser for each stairwell, and shall be equipped with a 2½" valved outlet at each floor level. Adapters (2½" to 1½") shall be provided at each outlet. Hose for the standpipe will not be required unless the local fire department requires the hose for fire department use.
- D. Fire Suppression/Alarm Systems
1. Provide in accordance with the Ohio Building Code provisions for fire suppression and/or fire alarm systems as required. Consult code for storage and heater room areas, etc.
 - a. Automatic sprinklers where and as required by Ohio Building Code shall meet current National Fire Protection Association standards, shall be well maintained, and shall be provided with automatic valve and water flow supervision that reports to the fire department, central station services, or other constantly attended location.
 - b. Provide dry system and not automatic wet systems in unheated areas of the facility.

DIVISION 4

Division 4 – Services, Utilities and Maintenance

Under the 25 year lease term with confirmed purchase option the Lessee will take all costs associated with building service, utilities, and maintenance.

Otherwise, it is the intent of this solicitation that the Lessor and Lessee provide all labor, material equipment, and services necessary for and reasonably incidental to perform the following:

1. LESSOR

- A. Maintain structural soundness of building.
- B. Maintain watertight integrity of building.
- C. Maintain roof and roof drainage.
- D. Maintain building exterior (Paint, tuck point, etc.)
- E. Maintain heating and air-conditioning equipment, both routine maintenance (filter change, lubrication, etc.) and general repair.
- F. Maintain electrical service to main distribution panel and repair or replacement of light fixtures.
- G. Maintain elevators (annual inspection and repairs), if existing and accessible to Lessee.
- H. Maintain fire systems and equipment including any Lessor-owned fire extinguishers.
- I. Maintain plumbing lines inside and outside building.
- J. Maintain building grounds (lawn, landscape, sidewalks, drives, and parking – including snow removal)
- K. Maintain exit and emergency lighting battery packs.
- L. Maintain all light fixtures and their connections, standards and mounting ,etc.
- M. Pay all real estate taxes.
- N. Pay all property insurance
- O. Maintain and replace interior finishes when necessary due to usual wear and tear
- P. If multiple floors – means of trash removal and means to get supplies and equipment to upper floors at Lessor’s expense.
- Q. Provide proper location for dumpster supplied by Lessee.

2. LESSEE

- A. All custodial work inside building including windows inside and outside.
- B. All lighting, components requiring routine maintenance such as bulbs, ballast, starters, etc., except fixtures.
- C. Pay all utilities (heat, power, water, sewage, garbage, etc.)
- D. Interior painting and decorating after occupancy, or as, and if required, to maintain a clean and neat appearance with exception of replacement of wallpaper due to usual wear and tear.

DIVISION 5

Division 5 - Miscellaneous Provisions

1. THE ALLEN COUNTY BOARD OF COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND/OR ALL PROPOSALS RECEIVED, AND TO WAIVE ANY IRREGULARITIES IN FAVOR OF THE COUNTY.

2. FAIR MARKET VALUE AND FAIR RENTAL VALUE

- A. Restrictions imposed by the Economy Act of 1932 (40 U.S.C. 278a) limit the amount of rental which may be paid and necessitates a determination of Fair Market Value of leased space involving a rental in excess of \$2,000 per annum. Appraisals will be required in support of that determination, and much of the basic material therefore must be furnished by the Lessor from building records. The lessor shall make available to the Lessee for appraisal purposes any pertinent information that is in his possession.
- B. If the annual rental for the space offered, including the cost of services to be furnished by the Lessor, exceeds \$2,000, the lessor must furnish an estimate of the annual cost for the entire building of such services and utilities as are offered to the Lessee as part of the rental consideration.

3. RENTAL PAYMENTS

- A. All rental payments under the lease will be made by the Lessee on a calendar month basis, in advance beginning on the day of occupancy, with invoicing submitted by the Lessor.
- B. The Lessee shall not pay rental until the entire premises, or suitable units thereof, have been made ready for use and occupancy, and the Lessee reserves the right to determine when the space is ready for use and occupancy.
- C. In the event of the Lessee's election of progressive occupancy by units, rent will accrue on a pro-rata basis for the space occupied, and the commencement date of the term shall be determined by averaging the "square foot days" of partial occupancy. Determination of the commencement date shall be made after full occupancy of the space has been completed.

4. DELIVERY OR CONDITIONS OF PREMISES

- A. The space must be delivered ready for use and occupancy. Being "ready for use and occupancy" includes, but is not limited to, space being newly painted and in a neat, clean condition, weather tight with all mechanical facilities, equipment, and fixtures in good operating condition and meeting the specifications contained in this solicitation.
- B. The successful lessor shall be responsible for final clean-up of space, including, but not limited to, window washing, cleaning of all interior glass, floor waxing and buffing, cleaning of plumbing fixtures, etc., prior to occupancy by the Lessee.
- C. During the process of preparing the space for occupancy, and prior to the final acceptance of the completed space, the Lessee reserves the right to place in the building certain Lessee controlled property, such as telephones, special equipment, furniture, etc., provided this will not interfere with the work of completing the space and such use will be without rental cost to the Lessee. Such action shall not be construed as evidence of the completion of the space or any portion of it or as an acceptance of it, or any part of it by the Lessee except as otherwise provided herein.
- D. The provision noted above shall in no way alter the requirements that the entire area shall be ready for use and occupancy on the date specified herein.

5. APPLICABLE CODES AND ORDINANCES

- A. The Lessor, as part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the leased space is situated and, at his own expense, to obtain all necessary permits and related items.

6. COVENANT AGAINST CONTINGENT FEES

- A. The lessor warrants that no person or selling agency has been employed or retained to solicit or secure the leases upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty, the Lessee shall have the right to annul the lease without liability or in its discretion, to deduct from the rental consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- B. The employment of licensed real estate agents or brokers in a customary business practice and the proper utilization of their services, although requiring an affirmative reply to the presentation, will not adversely affect the right and privileges of the lessor.

7. DISPUTES

- A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy to the Lessor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Lessor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Board of Allen County Commissioners referencing the County agency the dispute is with. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any decision to cases where fraud by such official or his representative or board is alleged. Provided, however, that any such decisions shall be final and conclusive, unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessary to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support to this appeal. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the performance of the contract and in accordance with Contracting Officer's decision.
- B. This disputes clause does not preclude consideration of questions of law in connection with decisions provided in paragraph above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

8. NET USABLE SPACE

- A. "Net usable space" is a term meaning the area to be leased for occupancy the by Allen County Department of Job and Family Services personnel and/or equipment. It is determined by:
 - 1. Computing the inside gross area of the space by measuring from the normal inside finish of exterior walls, or the room side finish or fixed corridor and shaft wall, or the center of tenant separating partitions.

2. Making no deductions for the columns and projections enclosing the structural elements of the building.
3. Deducting from the gross area the following, including enclosing walls when applicable:
 - a. Stacks and shafts.
 - b. Common use areas not dedicated to the sole use of the Lessee, such as, entries, corridors, lobbies, toilet rooms, mechanical spaces, etc.
 - c. Corridors: If the corridor system in and outside the gross area does not provide ready access to all rooms required, a deduction for corridors will be made in an amount equal to 10% of the remaining gross area after deduction (1) to (3) above. The area of corridors within the gross area would apply against the 10% factor.

B. General Provisions

1. Included with the space, as computed above, shall be the right to use, at no additional cost, the apparent areas and facilities deducted from measurement which are necessary to the full utilization of the net usable space by the Lessee.
2. Space offered for lease to the Lessee must contain the square foot net usable area as identified above, and upon delivery the actual number of net usable feet of space delivered will be determined by mutual field measurement. Payment will be made on the basis of actual measurement but not to exceed the amount solicited. In the event of the variation that produces less space than the lower limit of the solicitation requirements, the lease shall be subject to cancellation at the option of the Lessee without recourse by the Lessor. In the event of such cancellation, the Lessee will exercise all of its rights and remedies at law and as elsewhere provided in the solicitation, including, but not limited to, charging the Lessor and its surety the increased costs of providing replacement space.

9. TERMINATION FOR DEFAULT–LIQUIDATION DAMAGES–TIME EXTENSIONS

- A. If the Lessor fails to execute the work required to deliver the leased premises ready for occupancy by the Lessee with such diligence as will insure delivery of the leased premises within the time required by the lease agreement, or any extension of the specified time, the Lessee may, by written notice to the Lessor, terminate the lease agreement. Regardless of whether the lease is terminated, the Lessor and their sureties shall be liable for any damage to the Lessee resulting from his failure to deliver the premises ready for occupancy within the specified time.
- B. In case of failure on the part of the Lessor to complete the work within the time fixed in the lease contract or letter of award, the Lessor shall pay the Lessee as fixed, agreed, and liquidated damages, pursuant to the provision, the sum of \$1300 for each calendar day that the delivery is delayed beyond the date specified for delivery of all the space ready for occupancy by the Lessee.
- C. The lease agreement shall not be terminated nor the Lessor charged with resulting damage if: The delay in the completion of the work and delivery of the premises ready for occupancy by the Lessee arise from unforeseeable causes beyond the control and without the fault or negligence of the Lessor and/or his construction contractor, including but not restricted to acts of God, acts of the public enemy, acts of the Lessee in either its sovereign or contractual capacity, acts of another contractor in the performance of the contract with the Lessee, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault of negligence of both the Lessor and/or his construction contractor and such subcontractors or suppliers: and the Lessor, within ten calendar days from the beginning of any such delay (unless the

Contracting Officer grants a further period of time) notifies the Contracting Officer in writing the causes of delay. The Contracting Officer shall ascertain the facts, the extent of the delay and extend the time for completing the work when, in his judgment, the findings of fact justify an extension, and his findings of fact shall be final and conclusive on the parties.

10. BUILDING INCUMBRANCE

- A. Lessors proposing any building (new or renovated) having an existing mortgage or encumbrance of any kind prior to signing this lease shall obtain a waiver from the mortgage holder placing this lease in front of and having precedence over any and all encumbrances.

11. SUBLEASE OF SPACE

- A. Lessee reserves the right to sublease space in partnership with other agencies for collaboration or funding purposes

12. LESSORS

- A. All lessors shall state on the proposal form (supplemental sheet) the names of all interested parties in the proposal:
 - 1. If a corporation, list all stockholders and members of the Board of Directors.
 - 2. If a partnership, list all partners.
 - 3. If an individual, list the individual.

DIVISION 6

DIVISION 6 – BUILDING PROGRAM

This division of the solicitation shall identify the design, special, and miscellaneous requirements that shall be included as the total net leased space, for the building area as part of the rental, and be used to assist the lessor and his architect of record.

1. GENERAL DESIGN REQUIREMENTS

- A. Reference Building Program Matrix for general design requirements, and minimum unit space design requirements.
- B. Reference 'Bubble Diagram' for special relationships and functional proximity.

2. SPECIAL REQUIREMENTS

- A. Minimum staff for this offering is 110 persons
- B. Office space should be adequate in size and arranged in relation to workflow and adapted to current agency needs.
- C. Restrooms for the public should be separate from the facilities used by the staff and should be directly accessible from the waiting room area
- D. Main traffic aisles at desks should be not less than 4'0" in width.
- E. Building shall have public transportation bus route available or capability by start of lease.
- F. Building shall be equipped with wireless wifi for all employees.

DIVISION 7

Division 7 (Optional) – CHILD SUPPORT OPTION

In addition to the bids for Job and Family Services, prospective bidders may also include an option to house Child Support alongside with Job and Family Services.

1. GENERAL REQUIREMENTS

- a. If a bidder chooses to submit a bid which includes space for Child Support, they must include approximately 15,000 square feet more to the bid.
- b. If a bidder chooses to submit a bid which includes space for Child Support, it is with the understanding that all of the previous specifications set forth for Job and Family Services will not change.
- c. If a bidder includes space for Child Support in their bid, it is with the understanding that Child Support and Job and Family Services could share common space (such as public bathrooms and conference rooms).

2. GUIDELINE SCHEDULE

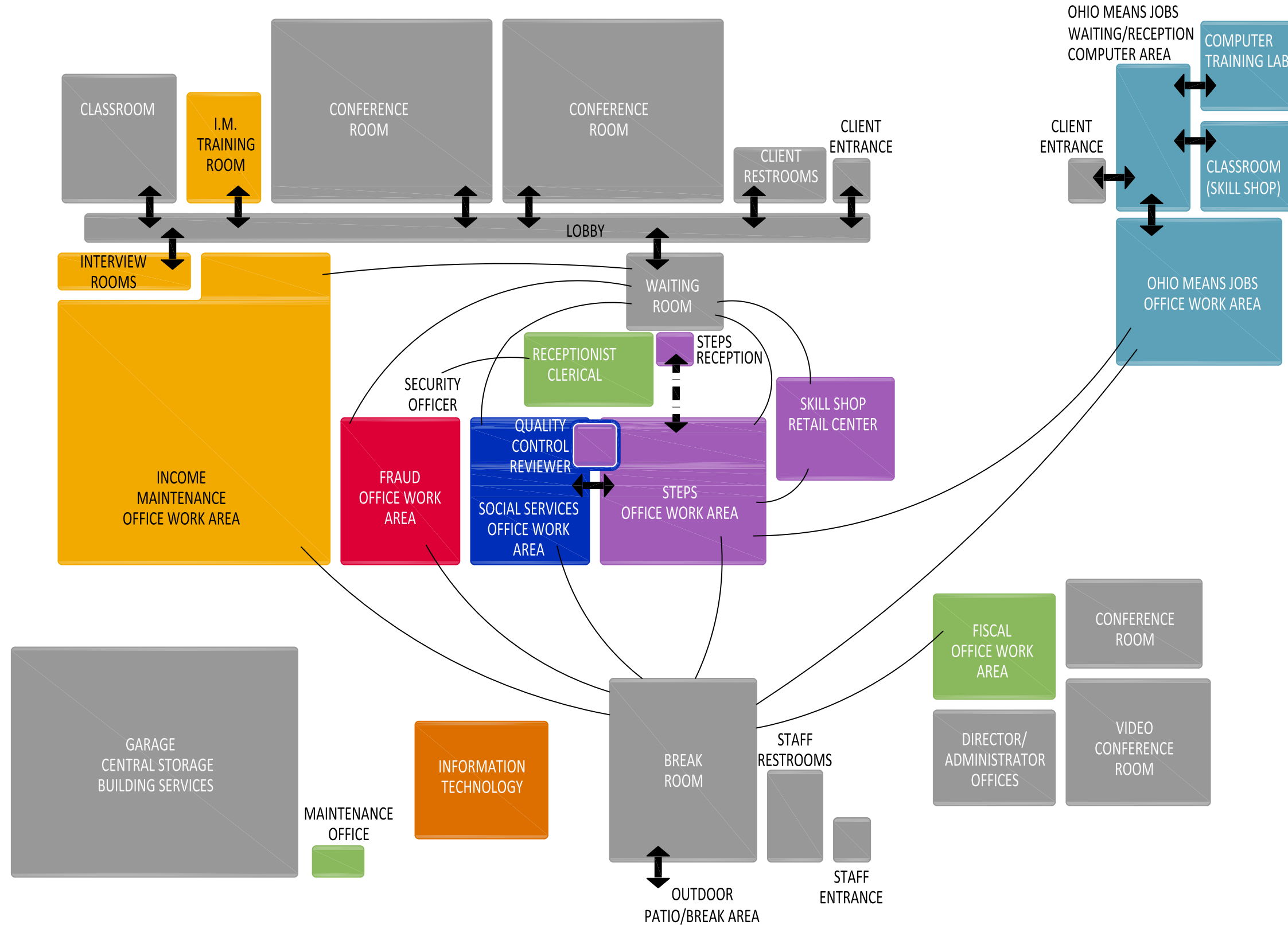
- a. The guideline schedule for Job and Family Services will not change if a bid includes space for Child Support.
- b. This option is the ability to add the space in addition to Job and Family Services and can be acted upon at a later date as agreed upon by the bidder and the Allen County Board of Commissioners.

3. BIDS

- a. Bids must include plans for Job and Family Services.
- b. Bidders have the option of including Child Support if they choose and are able to do so.
- c. Bids cannot be for Child Support only.

PROGRAM LEGEND

- GENERAL SPACES
- FISCAL/ADMINISTRATIVE SUPPORT
- INCOME MAINTENANCE
- FRAUD/INVESTIGATIONS
- OHIO MEANS JOBS
- SOCIAL SERVICES
- STEPS



GARMANN

MILLER
ARCHITECTS
ENGINEERS

38 South Lincoln Drive
P.O. Box 71
Minster, Ohio 45865
419.628.4240
419.628.4299
www.garmannmiller.com

© COPYRIGHT 2017
GARMANN/MILLER & ASSOCIATES, INC.

PROJECT NUMBER:
16041.0

**ALLEN COUNTY JOB AND
FAMILY SERVICES**

LIMA, OHIO

DRAWING ISSUE DATE:	DRAWN BY:	CHECKED BY:
11/21/2016	LKL	

REFERENCE:

EXHIBIT NUMBER:
BUBBLE DIAGRAM

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Director Office	250	1	Office (permanent partition) with door; Location near administrator offices	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone	Desk with return and credenza; table and guest chairs for 4		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
Administrator Office	200	4	Office (permanent partition) with door; Location near administrator offices	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone	Desk with return and credenza; 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
IT Office	150	1	Office (permanent partition) with door	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone, wide carriage printer, badge printer, scanner printer	Separate desk/counter for computer repair. Current office: U shaped desk, 5 drawer lateral file, bookshelves, 1 guest chair		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	CAT 5 Drop	
IT Office	150	1	Office (permanent partition) with door	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone, 2 scanners, wide carriage printer, inkjet printer	Separate desk/counter for computer repair. Current office: U shaped desk, 5 drawer lateral file, bookshelves, 1 guest chair		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	CAT 5 Drop	
Main Technology Room	240	1	Collection and distribution hub for the voice, video, and data networks within the facility. Location: Ideally close to tech offices, within 300' radius for network drops; permanent partition	WALL: Plywood backboard; paint CLG: Acoustical Lay-in FLR: Sheet flooring	Computer, phone, shelving	Desk and chair		Dedicated cooling system	Single level switching, 20 amp circuits, minimum 2 separate quad outlets for servers etc.	Technology equipment, Telephone Service, Fiber optic Time Warner, phone	
Technology Closet	80	1	Space for technology needs; permanent partition	WALL: Plywood backboard; paint CLG: Acoustical Lay-in FLR: Sheet flooring				Dedicated mini-split cooling system	Single level switching, 20 amp circuits, minimum 2 separate quad outlets for servers etc.	Technology equipment	
IT Storage/Staging Area	200	1	Area to hold computer equipment; permanent partition	WALL: Paint CLG: Acoustical Lay-in FLR: Sheet flooring	Phone, countertop desk work area			Exhaust	Single level switching, 4 duplex receptacles		
Management Information Systems Training Room	300	1	10 people or less at one time. Location: near public access and technology office; permanent partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computers, phone, ceiling mounted projector -no screen	Currently have (2) 8' tables set up with computers		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles, duplex receptacles for equipment		

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Video Conference Room	1350	1	Video conferencing and webinar training space; permanent partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Video conference monitor, phone	Table for 10-15 at video conference table; 30 side chairs		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles, duplex receptacles for equipment, means of egress lighting per code		
Specific Conference/Multi-Purpose Room	900	1	Conferences with staff and visitors; permanent partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer access, phone	Conference table for 12-15		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles, duplex receptacles for equipment		
Fiscal / Clerical											
Supervisor Office	120	1	Office (permanent partition) with door. Location: Adjacent to Directors office	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone	Desk with return and credenza; 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles,		
Account Clerk Office	240	1	Shared by 2 account clerks, 2 work stations; permanent partition or landscape partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	1 Computer for each (dual monitors), phone, 1 copier, 1 shredder	U-shaped desk, (2) 5 drawer lateral file cabinets, 1 small 2 drawer safe, 2 drawer lateral file cabinet, hanging lateral file cabinet, 1 guest chair each		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
Clerical/Switchboard/Receptionist	200	1	1 person is greeter for department. Second staff member operates the switchboard. Location: adjacent to waiting room and near third clerical staff member; permanent partition or landscape partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Bullet resistant glass at reception - large to view waiting room; possibly 2 windows to greet clients; Computer, phone, printer, scanner	Desk with return. 2 dr file cabinet and 2 drawers/1file cabinet, wall cabinets, bulletin board, 1 guest chair		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles, means of egress lighting per code	Panic button to police department	
Clerical	42	1	Office setting - staff member scans incoming mail per day. Location: near reception; permanent partition or landscape partition	WALL: Paint CLG: Acoustical Lay-in FLR: Carpet	Computer, phone, scanner	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
Maintenance Office	120	1	Office for maintenance staff member and supplies; permanent partition	WALL: Paint CLG: Acoustical Lay-in FLR: Sheet flooring	Computer, phone, shelving, wall mounted mop holder	Desk with file cabinet	Floor service sink	Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	Data drop	

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Supply Closet	240	1	Area for office supplies; permanent partition	WALL: Paint	Shelving			Exhaust	Single level switching, 1 duplex receptacle		
				CLG: Acoustical Lay-in							
				FLR: Sheet flooring							
Work Group	150	2	Centralized work area for printer and scanner; Location for 1 room near administrators; permanent partition or landscape partition	WALL: Paint	Printer, scanning station, envelope printer, large copier, mail machine	Desk with chair for scanning station		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-in							
				FLR: Carpet							
Fraud / Investigations											
Supervisor Office	120	1	Office (permanent partition) with door. Location: Adjacent to fraud room, needs to hold camera equipment (camera mounted in Fraud room)	WALL: Paint	Computer, phone	Desk with return and credenza; (1) 2 drawer file cabinet, 3 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	Camera equipment for fraud investigations	
				CLG: Acoustical Lay-in							
				FLR: Carpet							
Investigator	42	6	Landscape partitions with glass stack-on partition. Privacy is key, 3 to 6 cubicles need storage for overpayments, 3 cubicles need room to see clients	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, wall cabinets, 2-4 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	Phone and computer drops for each	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Police Officer	42	1	Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Work Group	64	1	Centralized work area for printer and scanner; permanent partition or landscape partition	WALL: Paint	Computer, phone, printer, copier, scanning station			Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Conference Room	180	1	Conference room for fraud investigations; Must be wheelchair accessible; permanent partition	WALL: Paint	Computer access, phone	Conference table for 8		Needs increased air flow (odor) Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles		No lock on door so employee cannot get locked inside with client
				CLG: Acoustical Lay-In							
				FLR: Carpet							
File storage	180	1	File storage for closed cases	WALL: Paint		(6) 5dr file cabinets		Exhaust	Multi-level switching, 4-6 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
 38 South Lincoln Drive, P.O. Box 71
 Minster, Ohio 45865
 Ph: 419-628-4240
 Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Income Maintenance											
Supervisor's Office	120	6	Office (permanent partition) with door. Location: near their case workers	WALL: Paint	Computer, phone	Desk with 4 foot credenza, task chair, 1 or 2 guest chairs, 4 drawer lateral file cabinet, bookcase		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Unit Support Workers	42	9	Landscape partition	WALL: Tackable Fabric	Computer, phone, scanner, label maker	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Case Workers	42	24	Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Quality Control Reviewers	120	5	Office (permanent partition) with door	WALL: Paint	Computer, phone	Desk with 2 dr file cabinet and return, bookcase, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Medicaid Case Workers	42	4	Wheelchair accessible cubicle, Location: Near to the lobby; Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Training Room	600	1	Area to train staff or public. Tiered seating not required; Permanent partition	WALL: Paint	Ceiling mounted projector	Tables for book work; Computer tables for 10		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	Ceiling mounted projector; 10 Drops Minimum	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Family Restroom	64	1	Client restroom near Income Maintenance program area; Permanent partition	WALL: Paint/Tile	Baby changing station		Water closet and sink	Exhaust	Single level switching, 1 duplex receptacle, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Tile							
Work Group Area	150	3	Centralized work area for printer and scanner; permanent partition or landscape partition	WALL: Paint	Printer, copier, scanning station			Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Social Services											
Supervisor Office	120	1	Office (permanent partition) with door	WALL: Paint	Computer, phone, printer	Desk with return and credenza, lateral file cabinet, bookshelf, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Quality Control Reviewer Office	120	1	Office (permanent partition) with door. Location: near supervisor office for Social Services and STEPS	WALL: Paint	Computer, phone	Desk with return and credenza; 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Contracted Navigators	42	3	Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Social Service Office	100	6	Office (permanent partition) with door	WALL: Paint	Computer, phone	Desk with return, 4 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Social Service Worker	42	2	Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Paint							
				FLR: Carpet							
Work Group	120	1	Centralized work area for printer and scanner; Permanent partition or landscape partition	WALL: Paint	Printer, copier, scanning station	Desk with computer for client usage		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
STEPS											
Supervisor Office	120	1	Office (permanent partition) with door	WALL: Paint	Computer with dual monitors, phone	Desk with return and credenza; 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Unit Support Worker/ Receptionist	42	1	Landscape partition	WALL: Tackable Fabric	Bullet resistant glass at reception - large to view waiting room, computer with dual monitor, phone	Desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	Panic button to police department	
				CLG: Acoustical Lay-In							
				FLR: Carpet							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
 38 South Lincoln Drive, P.O. Box 71
 Minster, Ohio 45865
 Ph: 419-628-4240
 Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Unit Support Worker	42	6	Landscape partition	WALL: Tackable Fabric	Computer with dual monitors, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Work Experience Liaison	42	1	Landscape partition	WALL: Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 1 guest chair		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Work Group	64	1	Centralized work area for printer and scanner; permanent partition or landscape partition	WALL: Paint	Printer, copier, scanning station	Desk with credenza, 2 guest chairs, lateral file cabinet, Bookshelf with 3 shelves		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Skill Shop/Retail Center	900	1	Multipurpose space that can change as needed. Divide space with glass wall for staff to view clients "working" on each side. Location: near waiting room. Space for client work area. Permanent partition.	WALL: Paint	Computer, phone, countertop/cabinets for various usage			Heating Cooling Ventilation Thermostat	Multi-level switching, 12-16 duplex receptacles, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Classroom	450	1	Computer classroom for 5; Permanent partition	WALL: Paint	Computers and phone	5 computer desks/chairs		Heating Cooling Ventilation Thermostat	Multi-level switching, 6-8 duplex receptacles, means of egress lighting per code	multiple drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Ohio Means Jobs											
Waiting/ Receptionist	400	1	Reception and waiting area for clients. Desk for 2 staff. Location: near main entry to building. Adjacent to reception; Permanent partition	WALL:	Paint	2 laptops for clients to sign-in, Computers, phones	Desking for 2 staff. Guest/waiting chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
Computer Area	400	1	Computers and table area for clients to apply for cash assistance; Permanent partition	WALL:	Paint	Computers	Private computer stations for 10, Tables/chairs in center for 13		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
Administrator Office	200	1	Office (permanent partition) with door. Location: Would prefer to be near Ohio Means Jobs and investigations rather than located with other administrators	WALL:	Paint	Computer (with dual monitors), phone, printer	Desk with return and credenza, lateral files, bookshelf, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
Supervisor Office	120	2	Office with door	WALL:	Paint	Computer, phone	Desk with return and credenza; 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
County Workers	42	9	Cubicle, Need more private location	WALL:	Tackable Fabric	Computer (dual monitors), phone, 1 scanning station	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
Youth Provider	42	6	Landscape partition	WALL:	Tackable Fabric	1 printer for 3 cubicles, 3 phones hooked to 1 extension	Cubicle walls, Desk, 1 guest chair		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
State Customer Service Representative	42	5	Landscape partition	WALL:	Tackable Fabric	Computer (single monitor), phone connected to job center phone system	Cubicle walls, Desk, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						
Quality Control Office	100	1	Landscape partition	WALL:	Tackable Fabric	Computer, phone	Cubicle walls, desk with 2 dr file cabinet and return, 2 guest chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles	
				CLG:	Acoustical Lay-In						
				FLR:	Carpet						

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
38 South Lincoln Drive, P.O. Box 71
Minster, Ohio 45865
Ph: 419-628-4240
Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Interview Office	100	3	Office with door	WALL: Paint		Desk/table with chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Supply Closet	64	1	Office supply room	WALL: Paint	Shelving			Exhaust	Single level switching, 1 duplex receptacle		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Work Group	64	1	Centralized work area for printer and scanner	WALL: Paint	Printer, copier, scanning station			Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	4 drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Classroom (skill shop)	600	1	Classroom for computer work and book work. Location: near lobby	WALL: Paint	Countertop for 10 computers, phone	Seating in the center for up to 13 people		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	multiple drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Computer Training Lab	600	1	Computer classroom for public. Location: near lobby	WALL: Paint	Computers, phone, ceiling mounted projector -no screen	Desk for trainer, Computer tables and chairs for 16		Heating Cooling Ventilation Thermostat	Multi-level switching, 4-6 duplex receptacles	multiple drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
General											
Corridors			Circulation space	WALL: Paint	Surface rugs at entries			Ventilation	Single level switching, duplex receptacle every 50 feet, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Sheet flooring/Carpet							
Classroom	1000	1	Classroom space utilized by outside contract; Computer work and book work. Location: near lobby	WALL: Paint	Computers and phone	Desk/chairs for 25. 5 computer desks/chairs		Heating Cooling Ventilation Thermostat	Multi-level switching, 6-8 duplex receptacles, means of egress lighting per code	multiple drops	
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Break Room	1000	2	Employee lunch room. Location: near outdoor patio/break area	WALL: Paint	4 vending machines, 2 microwaves, 2 refrigerators	Tables and chairs	Double bowl sink	Heating Cooling Ventilation Thermostat	Single level switching, 4-8 duplex receptacles, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Sheet flooring							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
 38 South Lincoln Drive, P.O. Box 71
 Minster, Ohio 45865
 Ph: 419-628-4240
 Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Conference Room	3000	2	Conference room with divider; 75 people per side, 150 total if divider open; use space during emergencies/natural disasters	WALL: Paint CLG: Acoustical Lay-In FLR: Carpet	Computer access, phone, large format ceiling mounted projector each side with screen	Tables and chairs; Counter for 12 computers along 1 wall		Heating Cooling Ventilation Thermostat Dedicated HVAC system	Multi-level switching, 12-24 duplex receptacles	Minimum 2 drops at front of each room: 1 state and 1 non-state drop, sound system: wall mounted box, microphones, ceiling speakers; 12 drops minimum	
Employee Entry	120	1	Secured entrance for employees	WALL: Paint CLG: Acoustical Lay-In FLR: Tile	Time Clock			Heating Only Thermostat	Single level switching, 1 duplex receptacle, means of egress lighting per code		
Client Entry	120	2	Public access entry	WALL: Paint CLG: Acoustical Lay-In FLR: Tile				Heating Only Thermostat	Single level switching, 1 duplex receptacle, means of egress lighting per code		
Lobby	120	1	Public access entry and lobby to various services	WALL: Paint CLG: Acoustical Lay-In FLR: Tile	60 full sheet pamphlet display for job postings			Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles, means of egress lighting per code		
Waiting Room	550	1	Reception and waiting area for clients. 2 windows to reception preferable. Client computer area within space. Access to phone. Location: near main entry to building. Adjacent to reception	WALL: Paint CLG: Acoustical Lay-In FLR: Sheet flooring	Phone for client usage	Waiting room seating for 50 2 Computer tables and chairs		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacle, means of egress lighting per code	2 data ports	
Interview Room	100	12	Location: accessible from the front lobby; Permanent partition; Glass wall or glazing in door	WALL: Paint CLG: Acoustical Lay-In FLR: Carpet	Computer, phone	Table with chairs for 4-6		Heating Cooling Ventilation Thermostat	Single level switching, 4 duplex receptacles		
Central Storage	2500	1	Area to store paper on skids, trash/recycling, furniture storage, building supplies, floor scrubbers and other misc. cleaning equipment	WALL: Paint CLG: Acoustical Lay-In FLR: Carpet	Shelving			Ventilation Heating Only if required	Single level switching, 1 duplex receptacle, means of egress lighting per code		
Electrical Closet	80	1	Space for electrical wiring and panels	WALL: Paint CLG: Acoustical Lay-In FLR: Sheet flooring				Exhaust	Single level switching, 1 duplex receptacle, electrical panels		

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
 38 South Lincoln Drive, P.O. Box 71
 Minster, Ohio 45865
 Ph: 419-628-4240
 Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC	Electrical:	Security / IT:	Remarks:
Main Electrical Room	250	1	Space for electrical equipment	WALL: Paint				Exhaust	Single level switching, 1 duplex receptacle, main electrical equipment		
				CLG: Acoustical Lay-In							
				FLR: Sheet flooring							
Custodial Supply Room	60	1	Supply room for custodial company	WALL: Paint	Shelving		Floor service sink	Exhaust	Single level switching, 1 duplex receptacle		
				CLG: Acoustical Lay-In							
				FLR: Carpet							
Customer Restroom	144	2	Multiple occupant separate male/female restrooms for client usage	WALL: Paint/Tile	Toilet partitions, Baby changing station		Water closets and sinks	Heating Cooling Exhaust	Single level switching, 1 duplex receptacle, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Tile							
Family Restroom	80	1	Unisex restroom for client usage	WALL: Paint/Tile	Baby changing station		Water closet and sink	Heating Cooling Exhaust	Single level switching, 1 duplex receptacle, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Tile							
Women's Restroom (Employees)	220	2	Multiple occupant employee Restroom	WALL: Paint/Tile	Toilet partitions		Water closets and sinks	Heating Cooling Exhaust	Single level switching, 1 duplex receptacle, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Tile							
Men's Restroom (Employees)	220	2	Multiple occupant employee Restroom	WALL: Paint/Tile	Toilet partitions		Water closets and sinks	Heating Cooling Exhaust	Single level switching, 1 duplex receptacle, means of egress lighting per code		
				CLG: Acoustical Lay-In							
				FLR: Tile							
Garage	2000	1	Parking garage for 3 county owned vehicles: 15 passenger van, truck and sedan	WALL:					Single level switching, 4-6 duplex receptacles, means of egress lighting per code, garage door connections		
				CLG: Exposed structure							
				FLR: Polished Concrete							

Allen County Job and Family Services Building Program Matrix

November 21, 2016



Garmann/Miller Architects-Engineers
 38 South Lincoln Drive, P.O. Box 71
 Minster, Ohio 45865
 Ph: 419-628-4240
 Fax: 419-628-4299

Space Name:	Area/SF:	Quantity:	Characteristics:	Finishes:	Equipment:	Furniture:	Plumbing:	HVAC:	Electrical:	Security / IT:	Remarks:
Exterior											
Patio/Break Area for Employees			Secure patio area for employee break/lunch			Tables and chairs			LED wall packs to illuminate area, 2-4 duplex receptacles		
Parking Lot			Separate parking area/lots for employees vs clients; 110 spaces for employees, 150 spaces for clients						LED pole lights or wall packs to illuminate parking lot		
Exterior Plaza					3 flagpoles				LED wall packs to illuminate plaza, Flagpole lighting, duplex receptacle		
Dumpster									LED wall pack to illuminate area		

TOTAL NET AREA SF: 33054

Circulation / Construction Factor (30%) SF: 9916

TOTAL GROSS AREA SF: 42970

General Notes:

1. Electrical to include fluorescent lighting, occupancy sensors and double duplex receptacle adjacent to each data and video port.
2. Building shall have Wi-Fi
3. Building shall be on a bus route