

State of Nebraska Request for Proposal - Commercial Lease

Department of Administrative Services, State Building Division (“AS/SBD”) is requesting sealed proposals for the purpose of leasing 14,076 (+/-) square feet of office space in Hastings, Nebraska. It is the intent of the AS/SBD to enter into a lease which includes all utilities and services and which may include Tenant Improvements. The award winning bidder will provide a facility suitable for the Department of Health and Human Services. Preference will be given to sites located within the city boundary of Hastings, with preference given to a location convenient to downtown Hastings and public accessibility, and with adequate parking for invitees, employees, and state vehicles.

Attendance is **mandatory** for all interested vendors at the pre-proposal meeting held in 300 N St Joseph Avenue, Hastings, Ne, on Wednesday, November 30, 2022 at 11:00 AM CT. Interested bidders are encouraged to send an email of intent to bid to alexa.schoen@nebraska.gov.

For a complete bid specification packet via email and for all questions relative to the RFP, contact Alexa Schoen, Leasing Coordinator, at alexa.schoen@nebraska.gov. All questions asked and answered will be forwarded to all known interested bidders via email.

Proposals must be identified as “RFP 65223125” on the front of a sealed envelope and must be received in the office of the State Building Division, Attn: Alexa Schoen, PO Box 98940, Lincoln NE 68509-8940, no later than December 20, 2022, OR hand delivered at a bid opening meeting on December 20, 2022 at 10:00 AM CT at the 1526 Building, 2nd Floor, Conference Room (Buffalo Room) located at 1526 K Street, Lincoln, where upon all proposals will be publicly opened. Proposals will be valid for a period of 45-days, with a possible site selection and bid award on or before close of business, January 31, 2023. Desired move-in date is no later than March 31, 2024 Preferred.

The State of Nebraska reserves the right to reject any or all RFPs, wholly or in part, or to waive any technicality in any RFP in order to award the lease contract in a manner deemed in the best interest of the State. Submitted by Alexa Schoen, Leasing Coordinator, AS/State Building Division, Lincoln, NE.

SCHEDULE OF EVENTS



Pete Ricketts, Governor

ACTIVITY		DATE/TIME
1.	Release Request for Proposal in Hastings Tribune (PUBLISHED 2 TIMES)	SATURDAY, NOVEMBER 19, 2022 AND NOVEMBER 26, 2022
2.	Mandatory Pre-Proposal Meeting Location: 300 North St. Joseph Avenue, Hastings Ne 68901	WEDNESDAY, NOVEMBER 30, 2022 11:00 AM CT
3.	Last day to submit written questions after Pre-Proposal Meeting. Please send all questions to alexa.schoen@nebraska.gov	MONDAY, DECEMBER 5, 2022 BY 5:00 PM CT
4.	State responds to written questions through Request for Proposal Addendum to be emailed to all known interested bidders	WEDNESDAY, DECEMBER 7, 2022 BY 5:00 PM CT
5.	Bid Proposal opening Location: 1526 K Street, 2 nd Floor Conference room, Lincoln, NE (Buffalo Room)	TUESDAY, DECEMBER 20, 2022 AT 10:00 AM CT
6.	Review for conformance of mandatory requirements	TUESDAY, DECEMBER 20, 2022 BY 5:00 PM CT
7.	Site Visits	BETWEEN TUESDAY, JANUARY 10, 2022, AND WEDNESDAY JANUARY 11, 2023
8.	Potential BAFO round	TBD
9.	Contract award date	JANUARY 31, 2023 BY 5:00 PM CT
10.	Tenant Agency date of Occupancy. Preferred occupancy as soon as available.	NO LATER THAN – 3/31/2023 PREFERRED



Pete Ricketts, Governor

SPECIFICATIONS FOR LEASED SPACE

SECTION I. This space will be a State of Nebraska facility used by State employees and the public.

1. Rate Type:

Bidders must propose a full service base rental rate. A full service base rental rate includes all customary utility costs, janitorial services/supplies, snow removal, trash removal, pest control, and all maintenance and repair costs and services at no cost to the Lessee/Tenant Agency.

2. Floor Plan: Include in proposal packet.

To demonstrate potential for efficient layout, a floor plan with measurements depicting the proposed space and its location in the building and its ability to provide the necessary office layouts is also required. Please indicate location of narrow column spacing, atriums, light wells, or other areas interrupting contiguous spaces, extremely long, narrow runs of space, irregular space configurations, or other unusual building features. This floor plan must also indicate the location of restrooms and entrances for the disabled if different from the main areas.

3. Lease: Include State of Nebraska Lease Agreement, with any edits highlighted, in proposal packet.

The State of Nebraska lease form is attached. Any exceptions to the terms and conditions of this lease form must be explicitly noted and highlighted in the proposal. The lease MUST contain a provision that the lease payments are subject to annual appropriations by the Nebraska State Legislature (Paragraph 4. TERMINATION in the attached State of Nebraska lease agreement).

The State of Nebraska's lease form is to be completed to include the rental rate, square footage being leased, and total annual lease payment. Any exceptions to the terms and conditions of the State's lease form are to be explicitly noted and highlighted. Be sure to read all of the lease sections before determining your lease rate.

4. Drug Free Workplace Policy: Include in proposal packet.

A Drug Free Workplace Policy must be filed with the State by the opening time and date of the proposal or may be submitted with your proposal. Information on the Drug Free Workplace Policy is included in the bid packet.

5. Method for Measuring:

For purposes of this RFP and subsequent lease, the following standards are the method for determining the actual rentable area of a building available to an occupant for their specific use, more commonly referred to as the Demised Premises, not including any Common Area, unless the State is the sole tenant:

(1) If the State is a sole tenant, the rentable area shall include the interior floor space measured from exterior wall to exterior wall;

(2) In a multiple tenant space, the rentable area shall include the space from exterior wall to one-half the wall thickness of the interior wall dividing the agencies, or when an exterior wall is not part of the rentable area, the

rentable space will be determined by the distance from one-half the thickness of the boundary walls, including such areas as building support column footprints.

(3) "Common Areas" are all areas and facilities outside the Demised Premises and within the exterior boundary line of the building and grounds and interior utility raceways within the Demised Premises that are provided and designated by the Lessor from time to time for the general non-exclusive use of Lessor, Lessee/Tenant Agency and other tenants of the building and their respective employees, suppliers, shippers, tenants, contractors and invitees. Common areas may include mechanical/electrical areas, building service areas, public restrooms, public break areas, public corridors, vestibules, elevator lobbies, elevator shafts, escalators, stairways and stair towers, and receiving areas such as docks, etc. During the lease term, the Lessor shall grant Lessee, for the benefit of Tenant Agency and its employees, suppliers, shippers, contractors, customers and invitees, the non-exclusive right to use, in common with others entitled to such use, the Common Areas as they exist from time to time, subject to any rights, powers, and privileges reserved by Lessor under the terms hereof.

6. SPACE REQUIREMENTS – Types of Spaces

The figures below are approximate and may be adjusted depending on specific existing conditions, building renovation requirements or arrangement and efficiencies of the proposed space.

	SPACES	SIZE	NUMBER	SPACE REQUIREMENT	TOTAL SQUARE FEET	Data drops
A	Private Office (Administrator, Etc.)	10x15	5	150	750	10
B	Clerical/Reception	10x10	3	100	300	6
C	Open Staff Offices (Supervisor Cubicle)	8x12	12	96	1152	12
D	Open Staff Offices (Staff Cubicle)	8x8	70	64	4480	70
E	Open Staff Offices (Kiosk/Touch Station)	5x7	6	35	210	6
F	Conference/Meeting Rooms (8 persons)	10x15	2	150	300	2
G	Conference/Meeting Rooms (30 persons)	20x25	1	500	500	1
H	Interview Rooms	10x15	2	150	300	2
I	Ancillary Space (Files, Copiers, Printers, Misc.)		3	150	450	6
J	File Room	10x20	1	200	200	2
K	Storage Room	15x20	1	300	300	1
L	Waiting Room	15x20	1	300	300	2
M	Break Room/Vending	15x25	1	375	375	2
N	Mothers Room	10x10	1	100	100	1
O	Phone Closet	10x10	1	100	100	2
P	Server/Data Room	10x15	1	150	150	4
Q	Janitor's Closet	5x10	1	50	50	1
	SUBTOTAL				10017	0
	35% Circulation				3506	0
	Women's Restroom	10x17	1	170	170	0
	Men's Restroom	10x17	1	170	170	0
	Other (Public Restroom)	10x7	1	70	70	0
	SUBTOTAL				410	0
	35% Circulation				144	0
	Total Useable subtotals				10427	0
	Total Circulations				3649	0
	Total Request				14076	0

The **waiting/reception area**, as mentioned in the above table, must include a counter with window for public access. The window must be lockable when not in use.

7. "Bidder's Proposal" and "State's Terms and Conditions": Include both in proposal packet.

Bidders **must** complete and return a BIDDER'S PROPOSAL FORM for **each** proposal along with the signed TERMS AND CONDITIONS FOR PROPOSAL FOR LEASING REAL PROPERTY form to be considered a valid bid. All required forms are included in the bid packet. Please include four (4) copies with each bid.

All proposed spaces must meet all current code requirements, including but not limited to, fire/life/safety codes and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

This lease term will be for 10 years.

8. Hours of Operation:

Daily from 7 AM – 5 PM, employees require access to space during evenings and weekends.

9. Number of FT Employees: approx. 80+

10. Building Specifications - Square Footage: 14,076 sf (+/-)

SECTION II. As to the Demised Premises, Lessor shall provide the following at Lessor's expense:

1. Shell / Structure:

If a new facility, Demised Premises shall be designed and constructed using the proven best practices and technology, with careful use of natural resources. Construction materials should be selected on the basis of aesthetic quality, long-term durability and operational efficiency. Design of Demised Premises shall utilize Universal Design techniques throughout.

If an existing facility, Demised Premises structure and building components shall include, but not limited to, roofing systems and waterproofing elements, entrances, ceilings, walls, floors and/or floor coverings, windows and/or window coverings, lighting, and common areas accessible to Tenant Agency such as lobbies, public restrooms, fire egress corridors and stairwells, elevators, garages, and services areas, and all mechanical equipment, such as HVAC system, electrical service, plumbing, sprinklers, etc., shall be coordinated with Tenant Improvements during construction and proposal must include a description of the finish including trim, paint, floor coverings, window coverings, etc.

2. Entrances:

All exterior building doors and doors necessary to the lobbies, common areas, and core areas shall have automatic door openers, ADAAG compliant door handles or door pulls with heavyweight hinges; corresponding doorstops (wall or floor mounted) and silencers; public use doors shall be equipped with kick plates; exterior doors shall have automatic door closers and locking devices installed to reasonably deter unauthorized entry and shall be energy efficient. Properly rated and labeled fire doors shall be installed on all fire egress doors. Interior doors shall have a solid core wood veneer, and office doors shall include a viewing panel in doors or a side-light adjacent to doors and acoustic gaskets. Standard building practice shall apply as to background noise criteria and sound isolation requirements for doors.

3. Ceilings:

Ceilings shall be composed of painted gypsum board or grid system ceiling tiles and shall include ductwork, diffusers, sprinkler systems and raceways for data wiring.

Shell ceilings shall be no less than 8 feet and no more than 12 feet, measured from floor to the lowest obstruction and shall be insulated to ensure energy efficiency.

Lessor shall replace ceiling tiles, when stained or damaged.

Areas with raised flooring shall maintain these ceiling height limitations above the finished raised flooring.

4. Walls/Pillars:

All permanent, perimeter, and demising slab-to-slab walls (including all columns) will be finished with paint and the baseboards shall all be included in the building shell; must be properly insulated with sound batting to ensure privacy and confidentiality, background noise criteria and sound isolation requirements for walls must meet or exceed industry standards; insulated to ensure energy efficiency; raceways for data wiring must be contained within the walls throughout the Demised Premises.

5. Flooring:

Flooring throughout the Demised Premises shall be carpet tile of a premium grade; restroom flooring shall be composed of ceramic tile; Tenant Agency/Lessee reserve the right to decide the color of the flooring from at least three standard Lessor chosen colors. Lessor agrees to repair/replace carpet or ceramic tile that is worn or hazardous.

6. Windows:

Windows shall be energy efficient; any operable windows that open shall be equipped with sturdy locking devices; Tenant Agency/Lessee reserves the right to make the final decision regarding appropriate window coverings provided by Lessor. Lessor agrees to repair/replace window coverings that are worn or damaged prior to occupancy.

7. Lighting:

Interior lighting fixtures shall be similar or same as the building standard; lighting in other areas shall be appropriate for the specific area or end-user; shall be functional, energy efficient, and recyclable.

Exterior lighting shall be sufficient in and around exterior parking areas, vehicle driveways, pedestrian walkways, and the building perimeter.

8. Heating and Cooling:

All insulation and HVAC system materials and products shall meet current thermal environmental conditions for human occupancy (ASHRAE standard 55-2004) and ventilation standards (ASHRAE Standard 62.1-2004).

Tenant Agency shall have control of heating, air conditioning, and ventilation settings including individual thermostat controls for walled office space. Tenant Improvements will include providing individual thermostat controls for office space. Interior spaces must be separately zoned. HVAC logistics shall take into account that Tenant Agency personnel will work during evenings and weekends.

Sound dampers in duct work and other sound mitigation options shall ensure that heating and cooling functions do not interfere with the work of the Tenant Agency; HVAC sound levels for office and conference rooms shall be 40 dBA or less. The State reserves the right to require certification, at Lessor's cost, from a registered professional engineer to verify this requirement is met.

Lessor shall provide and operate all building equipment and systems. Exposed ducts, piping and conduits are not permitted in any office area.

9. Plumbing:

Plumbing shall include one (1) unisex ADAAG compliant restroom, or if in a multi-tenant building, both restrooms shall be ADAAG compliant.

Restrooms shall be fully equipped with toilet, toilet paper dispenser, sink, mirror, soap dispenser, towel dispenser, and waste receptacle for anticipated users and accessible according to the ADAAG guidelines and all fixtures must be high grade commercial fixtures. The restrooms must meet current city and/or local codes. Proposal must include restrooms' space sizes.

The Lessor shall provide a set of refrigerated drinking fountains near the restroom area.

10. Electrical:

Main power distribution switchboards and distribution and lighting panel boards for standard office occupancy shall be included. All power distribution equipment shall meet current city and/or local code and the National Electrical Code.

Lessor shall provide a minimum of two duplex electrical outlets per 100 useable sf or per work station, whichever provides the greatest number of outlets, normal circuit and one single pole switch per 220 useable sf in open office areas.

Lessor shall provide a minimum of 4.5 watts per gross sf for work station/office and miscellaneous equipment; electrical power outlets shall be distributed for convenient power supply for exhibition area, workstations, office and work areas, excluding electrical power required for general lighting, heating, ventilating and air conditioning equipment; receive power from a power circuit separate from any other power source; power circuits for computers may not supply power for any other purpose.

11. Fire/Life Safety Codes:

Complete Fire/Life Safety requirements shall meet current National Fire Protection Association codes throughout the Demised Premises and associated building. All items for this cause including, but not limited to, fire detection and alarms, emergency building power for fire/life safety systems, sprinklers, etc., shall be provided.

12. Communications Entrance Facilities:

Cost to provide adequate entrance facilities for voice and data services shall be included in the shell rental rate; installation methods and procedures shall meet the standards set by the Office of the Chief Information Officer ("OCIO"). Further information on recommended connector types, cable specifications, installation methods and guidelines are to be obtained from the OCIO (402) 471-3851, Standard Policies and Procedures for the Installation of Wire and Cable Facilities in State-owned and State-occupied buildings.

Lessor shall provide voice and data jacks as listed in the Space Requirement table located on pages 3-4. Each telephone and data jack shall be terminated on separate cables, which shall be terminated on separate connecting blocks/panels at a common central closet location; and all terminations shall be performed by qualified personnel in the telecommunications field.

Each telephone cable shall be a solid copper, 24 AWG, 100 Ω balanced twisted-pair (UTP) Category 3 cable with four individually twisted-pairs, which meet or exceed the mechanical and transmission performance specifications in ANSI/TIA/EIA-568-B up to 16 MHz.

Each data cable shall be a solid copper, 23 or 24 AWG, 100 Ω balanced twisted-pair (UTP) Category 6 cable with four individually twisted-pairs, which meet or exceed the mechanical and transmission performance specifications in ANSI/TIA/EIA-568-B up to 250 MHz.

Each voice outlet shall be an 8-pin modular, Category 3, unkeyed jack, using the USOC pin/pair assignment.

Each data outlet shall be an 8-pin modular, Category 6, unkeyed jack, using the T568B pin/pair assignment.

Each voice and data faceplate and closet termination point shall be labeled. A copy of the labeling scheme shall be provided to Tenant Agency and the Lessor.

Each Voice and data cable link shall be tested and conform to ANSI/TIA/EIA-568-B standard. Testing shall be accomplished using level III or higher field testers.

Tenant Agency desires to be able to place printers and copiers so they are readily accessible to staff, 6 such area will be necessary for a printer/copier.

Installation methods and procedures shall meet the ANSI/TIA/EIA-568-B wiring standards and those set by the State Office of the Chief Information Officer ("OCIO"). Further information may be obtained by contacting the OCIO (Phone: 402-471-3851).

Tenant Agency IT staff member, Connor Griess or Eric Swyers shall be contacted at (402) 802-0145 or (402) 471-7011 shall be contacted to review requirements and specifications prior to commencement of cabling installation.

Tenant Agency agrees to pay for all subsequent monthly charges for telephone and/or computer services.

13. Security:

A description of the security arrangements for the Demised Premises shall include provisions for prevention of unauthorized entry into the work areas and an explanation of the method for controlling access to the building during non-work hours.

Lessor shall provide Tenant Agency the necessary keys, codes, key cards, or access cards for exterior and interior doors. Tenant Agency shall have 24-hour access to the Demised Premises for authorized personnel.

All entrances to the Demised Premises must be equipped with dead bolt locks and keys provided. Enclosed offices and storage/supply areas are to have keyed locks.

All exterior entrances and parking areas shall have adequate lighting as determined by the Lessor and Tenant Agency representatives.

14. Signage:

The Tenant Agency shall be allowed a prominent sign at a location which calls attention to its entrance. An ADAAG sign identifying the restrooms shall be provided.

15. Contiguity of Office Area:

Tenant Agency prefers that all office space be located on one floor. However, multiple adjacent floors will be considered provided all spaces are accessible to the disabled and meet ADAAG requirements.

16. Accessibility:

Accessibility to persons with disabilities shall be required throughout the building, Demised Premises and common areas accessible to staff and public and shall be designed in accordance with ADAAG guidelines and shall be installed

and coordinated with Tenant Improvements. Convenient and barrier free access shall exist throughout the interior and exterior of the Demised Premises.

Automatic door openers for exterior doors are preferred

17. Grounds Maintenance:

All grounds, including landscaping and improvements to landscaping, and snow removal and ice melt shall be provided.

18. Location:

The requesting agency desires a location that is easily accessible for clients and visitors. The building shall be located in Hastings with public accessibility and adequate parking.

Tenant Agency will not consider space located in an area that may have the potential of producing environmental conditions, including but not limited to fumes and noise.

19. Loading Dock/Zone:

A loading dock is highly desirable.

20. Parking Requirements:

Cost of employee parking shall NOT be made a part of the proposal unless such parking is at no cost to the Lessee and/or Tenant Agency. If parking is not offered by Lessor at no cost to Lessee or Tenant Agency, the bidder may not include cost of parking in the proposal. The bidder may, however, provide a list of available parking lots/garages adjacent or close to the Demised Premises.

A statement of the availability of parking is required; indicate the location of the parking lot(s) in relation to the proposed office space. All parking spaces are to be on a hard surface, i.e., concrete, asphalt, etc. Surface type of the parking lot must be included in the proposal. ADAAG parking requirements must be met. Improvements to parking areas shall be included in the rental rate.

State Vehicles: 12 parking spaces must be included in the cost of the lease for State vehicles.

Employees: 75 parking spaces required for employees. It is highly desired that parking be located within two blocks of the Demised Premises.

Clients/Visitors: 8 parking spaces for visitors, including one stall in compliance with ADAAG parking requirements. Visitor stalls must be designated as Visitor Parking Only by clearly visible signage.

SECTION III. Prior to award of contract:

Best and Final Offer:

Bidders are advised to propose their best possible offer(s) at the outset of the process, there is no guarantee that any Bidder will be allowed an opportunity to submit a best and final offer. If the selection process described in this RFP does not lead to a viable recommendation, Administrative Services, State Building Division (AS/SBD), at its discretion, may request a 'Best and Final Offer', BAFO. The BAFO may include any changes to the original cost proposal. After reviewing BAFOs, AS/SBD will evaluate the revised proposals using the original evaluation method. If an alteration to the original published evaluation criteria is to be made, such changes in the criteria will be

published to all known bidders. Bidders will NOT be provided any information about other proposals or where the bidders stand in relation to others at any time during the evaluation process.



Bidder's Proposal Form

Description: 65223125

Date:

Address of Proposed Space:

PART 1 Contact Information

A. Bidder

Bidder's Company Name: _____

Bidder or Bidder's Representative Name: _____

Bidder's Company Address: _____

Contact Person for Site Inspection: _____

Contact Phone: _____

B. Lessor ("same" if no different than above)

Lessor's Company Address: _____

Lessor's Authorized Signer: _____

PART 2 Bidder's Proposal

A. Rental Rate & Terms If the proposed space has more square feet than what is requested, please base rental rates on the **requested** amount of square feet. In order to provide a fair means of comparison, we ask that you list the remaining balance of space *Available at No Cost* to Lessee/Tenant Agency.

Proposed Square Feet x Price/SF = Annual Rent

Additional Sq Ft *Available at No Cost* to Lessee/Tenant Agency, if any:

Original Year Lease Term Renewal Option: Year Lease Term

Space Availability Date:

Other Comments on Rental Rate and Term:

B. General Description of Space

Proposed Space: New Construction Existing Structure Age of Building _____

Will the desired space requirements, as provided in 65211925 Project Specifications, work within the proposed space with little or no modification?

Yes No

If modifications are necessary, please answer the following:

Will the entire space be located on first floor? Yes No

Are public restrooms provided in the agency’s space, or are public restrooms made available in a common area shared by other tenants of the building?

Racing and Gaming Commission Common Area

Other Comments on Description of Space: _____

D. Safety/Security

Describe any existing security for associated building, if any: _____

E. Parking

A total of _____ parking stalls are available for state vehicles, which cost is included in the proposed rental rate. The state vehicles stalls are within _____ feet from an exterior entrance. The state vehicles stalls will be designated as *State Vehicles Only*.

A total of _____ parking stalls are available for employees, which cost is included in the proposed rental rate. This employee parking area will be designated as *State Employee Parking* and will be located within a range of _____ to _____ feet from an exterior entrance.

A total of _____ parking stalls, including _____ handicap accessible stalls, are available for visitors and clients, which cost is included in the proposed rental rate. These stalls will be located within a range of _____ to _____ feet from the main entrance to the Demised Premises.

PART 3 Bid Proposal Requirements

A. Forms

The following forms have been completed and are included in this proposal:

- Lease Agreement Template (w/ exceptions noted and highlighted) Yes No
- Terms and Conditions Yes No
- Drug Free Policy Letter Yes No
- Copyright Release Yes No
- Contractor Affidavit Yes No
- Conflict of Interest Form Yes No
- Floor Plan, Site Plan, and Description of Finishes Yes No

B. References

Please list at least three (3) tenants or other responsible parties (non-State), whom we may contact and who can attest to the performance of the Bidder in a leasing agreement or other contractual arrangement.

- 1. _____ Phone: _____
- 2. _____ Phone: _____
- 3. _____ Phone: _____

Authorized Signature: _____

Date: _____

Authorized Signature: _____

Date: _____

NEBRASKA

Good Life. Great Service.

DEPT. OF ADMINISTRATIVE SERVICES



DATE:

DATE TO BE OPENED: Tuesday, December 20, 2022
alexa.schoen@nebraska.gov

SBD CONTACT: Alexa Schoen,

This form is part of the Request for Proposal for Leasing Real Property package. All bidders are notified of any changes to proposal instructions or specifications by an addendum which is also part of the specification package.

INSTRUCTIONS TO BIDDER – READ CAREFULLY

PROPOSALS MUST MEET THE FOLLOWING REQUIREMENTS TO BE VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH ALL REQUIREMENTS.

1. READ ALL FORMS CAREFULLY BEFORE BIDDING AND DOUBLE CHECK FIGURES.
2. RETURN THIS REQUEST FOR PROPOSAL AND THE BIDDERS PROPOSAL FORM IN A SEALED ENVELOPE; OVERSIZED ENCLOSURES SHALL BE SUBMITTED SEPARATELY, EACH TO BE IDENTIFIED WITH THIS CONTRACT NO.
3. ALL PROPOSALS SUBJECT TO CONDITIONS ON REVERSE SIDE.
4. DRUG FREE WORKPLACE POLICY MUST BE FILED WITH STATE MATERIEL DIVISION PRIOR TO OPENING DATE AND TIME **OR** SUBMITTED WITH THIS PROPOSAL.
5. PROPOSALS MUST BE IN INK OR TYPEWRITTEN AND MANUALLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER TO BE VALID.
6. PAYMENT WILL BE ELECTRONICALLY TRANSFERRED IN ACCORDANCE WITH THE LEASE AGREEMENT.
7. EXCEPTIONS MUST BE CLEARLY STATED AND EXPLAINED.
8. FAX BIDS MAY BE ACCEPTED ON PROPOSALS WITH PRIOR APPROVAL.

The State of Nebraska reserves the right to accept or reject any or all proposals, wholly or in part, to make awards in a manner deemed in the best interest of the State.

REQUEST FOR PROPOSAL

Sealed proposals, subject to the conditions attached and on the reverse hereof, will be received until above listed proposal opening date and at that time will be publicly opened and read for furnishing the following described real estate to the State of Nebraska in accordance with this Request for Proposal and the specifications and terms and conditions attached hereto. ABSOLUTELY NO LATE PROPOSALS WILL BE ACCEPTED.

SCOPE OF SERVICE

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BE SURE TO CAREFULLY READ THE INSTRUCTIONS TO BIDDERS AND THE SPECIFICATIONS THEN COMPLETE AND SUBMIT ALL DOCUMENTS REQUIRED.

We propose to furnish a bond, as required by the Standard Conditions, in the amount of the contract awarded us, if requested.

FIRM: _____
SIGNATURE: _____
DATE: _____ PHONE NO: _____
TYPED NAME & TITLE OF AUTHORIZED REP:

STREET:
CITY, STATE, ZIP
EMAIL:

STANDARD CONDITIONS AND TERMS OF LEASING REAL PROPERTY SOLICITATION AND OFFER

SCOPE

These standard conditions and terms of Request for Proposal and acceptance apply in like force to this inquiry and to any subsequent lease resulting from the Request for Proposal.

COLLUSIVE BIDDING

The bidder's signature on this proposal is a guarantee that the prices quoted have been arrived at without collusion with other eligible bidders and without effort to preclude the State of Nebraska from obtaining the best offer available.

SPECIFICATIONS

Bidders may submit an alternate proposal and shall state in detail where the alternate proposal differs from the specifications. In the absence of any state deviation, or exception, the proposal will be accepted as in strict compliance with all terms, conditions and specifications, and the bidder shall be held liable for such proposal.

BID INFORMATION

Request for Proposal: Bidder is responsible for retaining a copy of the Request for Proposal, Leasing Proposal form and these terms. If not bidding, return form with explanation for reason for "No Proposal" response.

Proposal Opening: Notes may be taken at the public reading of the proposal at the specified time and date of the opening or a personal inspection may be made of the proposals at any time after being opened. Proposal documents may not be removed from the State Building Division.

A summary of an awarded proposal may be obtained in person or by an email request to the State Building Division. This request must identify the agency and proposal number.

Late Proposals: Any proposals submitted after the date and time of the proposal opening will be considered a late bid. Late bids will be returned to the bidder unopened. The State Building Division is not responsible for late or lost proposals due to mail service or overnight delivery service inadequacies, traffic or other similar reasons.

AWARD

Leases based on competitive proposals will be awarded according to the provisions of specifications, pricing and/or evaluation criteria. The State reserves the right to reject any or all proposals, wholly or in part, to waive any technicality in any proposal, to make awards in a manner deemed in the best interest of the State.

A resident bidder shall be allowed a preference against a nonresident bidder. Where the lowest responsible proposal from a resident bidder is equal in all respects to one from a nonresident bidder from a state which has no preference law, the resident bidder shall be awarded the contract.

PERFORMANCE AND DEFAULT

The State reserves the right to require a performance bond from the successful bidder, as provided by law, without expense to the State. Otherwise, in case of default of the contractor, the State may contract the service from other sources and hold the contractor responsible for any excess cost occasioned thereby.

NONDISCRIMINATION

The Nebraska Fair Employment Practice Act prohibits contractors to the State of Nebraska, and their subcontractors, from discrimination against any employee or applicant for employment, to be employed in the performance of such contracts, with respect to hire, tenure, terms, condition or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin.

The bidder's signature to this Proposal is a guarantee of compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this proposal.

EXECUTION

Drug Policy: Proposals will only be accepted from bidders who have a Drug-Free Workplace policy filed with State of Nebraska, Administrative Services, Materiel Division. Bidders may submit a policy with their proposal if such policy is not on file.

The Bidders Proposal form must be signed in ink by the bidder and all pricing quotations must be typewritten or in ink. Erasures and alternations must be initialed by the bidder in ink. Faxed copies of the bid will be accepted only if they fully comply with all other conditions in the Request for Proposal. No telephone or voice proposals will be accepted. Failure to comply with these provisions may result in the rejection of the proposal.

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DRUG FREE POLICY

To: POTENTIAL STATE VENDORS

This letter is to inform vendors of the State of Nebraska's Drug Free Workplace Policy. This policy is a term and condition of bidding and requires any contractor or vendor doing business with the State to provide assurance that they operate a drug free workplace.

To be in compliance with the policy, all vendors must submit a written Drug Free Workplace Policy with their bid proposal. Failure to comply with the Drug Free Workplace Policy may preclude vendors from being awarded State business. You may already have a drug/alcohol policy which you may submit with your proposal to meet this condition.

An example of an acceptable Drug Free Workplace Policy follows and included for your use only as a guideline. If you choose to base your policy on the sample provided, you may use any portion you feel applicable to meet the needs of your business. Your policy does not have to be lengthy; a single statement reflecting that your workplace is a drug free workplace is not acceptable. Your policy should include at a minimum: (1) that your company does not allow alcohol or drugs during work hours or at a worksite; (2) identify actions to be taken against an employee if your policy is not adhered to; and (3) that your employees have been informed of your policy.

If you are a parent company, please indicate if your policy applies to all branches of your company. Please be aware that the State is not requiring contractors or vendors to obtain a legal description of a policy or to provide training or rehabilitation services.

We welcome your participation in this positive effort against drug abuse!

EXAMPLE

DRUG FREE WORKPLACE POLICY

The State of Nebraska is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the State endorses the philosophy that the work place should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the State of Nebraska prohibits the illegal manufacture, possession, distribution or use of controlled substances in the work place by its employees or those who engage or seek to engage in business with the State.

In an effort to bring about a 'Drug Free Nebraska' and to assure employees of a workplace free from illegal drugs and their effect, the State of Nebraska, through its administrative entities, will implement the following Drug Free Workplace Policy.

1. **SCOPE:** Applicable to all code agency employees.
2. **POLICY:** It is unlawful to illegally manufacture, distribute, dispense, possess or use a controlled substance in the workplace. The Department, therefore, establishes a drug free workplace policy for its employees.
3. **PROCEDURES:**
 - A. All employees and each new hire will receive a copy of this policy.
 - B. Each employee will receive a drug abuse awareness from which will state it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Each employee will sign and date this statement certifying that he/she:
 1. Understands and will abide by the drug free workplace.
 2. Has knowledge of disciplinary actions which may be imposed for violations of the drug free workplace policy. The signed and dated statement will be forwarded to the employee's immediate Supervisor who will forward it to the individual in charge of personnel records. The signed and dated statement will be permanently maintained in the employee's personnel file.
 - C. All current employees will receive drug abuse awareness training. New hires will receive the training within the first six months of date of hire. This training shall include:
 1. A definition of drug abuse.
 2. Information on specific drugs and the effects of drug abuse.
 3. Dangers of drug abuse in the workplace.
 4. Availability of counseling and treatment of services.
 5. Disciplinary actions which may be imposed on employees for violations of this policy.
 - D. If an employee violates the drug free workplace policy, disciplinary action may be imposed according to established rules and regulations of the State Department of Personnel or applicable labor agreements.
 - E. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
 - F. An employee is required to report within five days, any criminal drug statute conviction occurring in the workplace to his immediate Supervisor. The Supervisor will immediately report such conviction to the Director of the agency.
 - G. If the department is a grantee of federal funds, the Department shall notify the Federal granting agency within ten days after receiving notice of an employee's drug statute conviction.

EXAMPLE

DRUG FREE WORKPLACE POLICY

I, _____, confirm that our company,
_____, has a Drug Free Workplace Policy which stipulates:

- That our company does not allow alcohol or drugs during work hours or at the work site;
- Corrective action will be taken against any employee who fails to follow our policy; and
- That our employees have been informed of this policy

If you are a parent company, please check on of the following:

_____ This policy applies to all branches of our company.

_____ This policy does **not** apply to all branches of our company.

Signature

Title

Date

NEBRASKA

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Pete Ricketts, Governor

REQUEST FOR PROPOSAL #65223125
COPYRIGHT RELEASE

If awarded this contract, bidder hereby grants permission to the State of Nebraska and/or its agencies to reprint or republish any and all copyrighted documents related to this response to Request for Proposal and any and all figures, illustrations, photographs, charts, and other supplementary material online pursuant to Neb. Rev. Stat. §84-602. This waiver does not apply any and all proprietary information properly submitted in a separate sealed package that is clearly marked "Proprietary."

Bidder represents and warrants that the content of this response to Request for Proposal and all figures, illustrations, photographs, charts, and other supplementary material herein are original and do not libel anyone or infringe upon any patent, copyright, proprietary right, or any other right whatsoever of any other party. Bidder represents and warrants that he/she has full power and authority to execute this Copyright Release and to grant the State of Nebraska and/or its agencies the right granted herein.

Bidder agrees to indemnify, defend, and hold harmless the State of Nebraska and/or its agencies against any and all claims, suits, and/or judgments, including costs, expenses, damages, and reasonable legal fees based upon and arising from Bidder's violation of the rights of others and/or by reason of a breach of any of the foregoing warranties.

Signature of Bidder or Bidder's Representative

Print name of Signator



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DEPT. OF ADMINISTRATIVE SERVICES



Pete Ricketts, Governor

REQUEST FOR PROPOSAL #65223125
NEBRASKA CONTRACTOR'S AFFIDAVIT

Per Nebraska's Transparency in Government Procurement Act, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

NEBRASKA CONTRACTOR AFFIDAVIT

Bidder hereby attests that bidder is a Nebraska contractor. "Nebraska contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this RFP.

Signature of Bidder or Bidder's Representative

Print name of Signator



Declaration Concerning Conflict of Interest and Acknowledgement of Neb. Rev. Stat. 81-1108.56

Bidder Name _____

The purpose of this form is to give bidders an opportunity to disclose any individual or organizational conflicts of interest or potential for conflicts of interest that exist. Bidders are not required to explain the reason for the conflict, however it is helpful. A disclosure does not automatically result in the bidder being removed from consideration. Please read the descriptions below and mark the appropriate boxes that pertain to you and your organization for this Request for Proposal.

A conflict of interest occurs when any of the following conditions are present:

- 1) A bidder uses his/her status to obtain special advantage, benefit, or access to any individual on the evaluation team including their services, facilities, equipment, supplies, prestige, or influence.
- 2) A bidder receives or accepts money, or anything else of value, from any individual on the evaluation team.
- 3) A bidder is an employee of the State of Nebraska or is an immediate family member to any individual on the evaluation team.

I certify that I have read and understand the description of conflict of interest above and (check one of the following two boxes):

- Based on the descriptions above, I do not have any conflicts of interest
- Based on the descriptions above, I have an actual or potential conflict of interest, or the appearance of a conflict of interest, which I am listing immediately below.

Name/Relationship and/or Description of the Conflict of Interest:

Furthermore, bidder acknowledges that he/she has read the Neb. Rev. Stat. 81-1108.56 and will not engage in activities that creates, or may create, a violation of such law:

81-1108.56.

State building division or employee; financial or beneficial personal interest forbidden; gifts and rebates prohibited; violations; penalty.

Neither the state building division nor any employee under its direction shall be financially interested, or have any beneficial personal interest, directly or indirectly, in the purchase or leasing of any real property nor in any firm, partnership, limited liability company, corporation, or association furnishing real property. No such person shall receive or accept directly or indirectly from any person, firm, limited liability company, or corporation submitting any bid or to whom a contract may be awarded, by rebate, gift, or otherwise, any money or other thing of value whatsoever, or any promise, obligation, or contract for future reward, or compensation. Any person who violates the provisions of this section shall be guilty of a Class IV felony and shall be subject to forfeiture of his or her office or position.

Acknowledged:

Bidder's Signature

Date



EVALUATION CRITERIA #65223125

EVALUATION OF PROPOSALS

All responses to this RFP which fulfill all mandatory requirements shall be evaluated. Each category will have a maximum possible point potential. The State will conduct a fair, impartial and comprehensive evaluation of all proposals in accordance with the criteria set forth below. Areas that will be addressed and scored during the evaluation include:

Functionality of Space(availability)	30%
Rental Rate	20%
Parking	10%
Location/Safety/Security	20%
Quality of Building Shell	20%
	=100%

Award of lease/contract shall be pursuant to State statute §81-1108.55:

§81-1108.55 Competitive bids; award to lowest responsible bidder; elements considered; procurement reports. All purchases, leases, or contracts which by law are required to be based on competitive bid pursuant to §81-1108.16 shall be made to the lowest responsible bidder, taking into consideration the best interests of the state, the quality or performance of the property proposed to be supplied, its conformity with specifications, the purposes for which required, and the times of delivery. In determining the lowest responsible bidder, in addition to price, the following elements shall be given consideration:

- (1) The ability, capacity, and skill of the bidder to perform the contract required;
- (2) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (3) Whether the bidder can perform the contract within the time specified;
- (4) The quality of performance of previous contracts;
- (5) The previous and existing compliance by the bidder with laws relating to the contract;
- (6) The life-cost of the property in relation to the purchase price and specific use of the item;
- (7) The performance of the property, taking into consideration any commonly accepted tests and standards of product usability and user requirements;
- (8) Energy efficiency ratio as stated by the bidder for alternative choices of appliances or equipment;
- (9) The information furnished by each bidder, when deemed applicable by the State Building Administrator, concerning life-cycle costs between alternatives for all classes of equipment, evidence of expected life, repair and maintenance costs, and energy consumption on a per-year basis; and
- (10) Such other information as may be secured having a bearing on the decision to award the contract.

All political subdivisions may follow the procurement principles set forth in this section if they are deemed applicable by the official authorized to make purchases for such political subdivision.

Source: Laws 1992, LB 1241, ss

The SBD reserves the right to make site visits and/or inspections prior to awarding this lease. Proposals must include the name, address and telephone number of the person(s) necessary to arrange such site visits.

EVALUATION COMMITTEE

Proposals will be independently evaluated by the SBD points of contact and the Tenant Agency's authorized representative(s).

Prior to contract award, bidders are advised that only the points of contact indicated in the RFP can clarify issues or render any opinion regarding the RFP. No individual employee of the State or any other employee of the SBD or Tenant Agency is empowered to make binding statements regarding this RFP.

MANDATORY REQUIREMENTS

The bid proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Bidder's Proposal form, signed in ink;
2. Terms and Conditions form, signed in ink;
3. Cost Proposal for Tenant Improvements, if any;
4. Floor Plan to demonstrate an efficient layout:
 - A one-line floor plan (to-scale) with measurements depicting the proposed space;
 - Its location in the building, if a multi-tenant building;
 - Its ability to provide the necessary layout;
 - Indicate location of narrow column spacing, atriums, light wells, or other areas interrupting contiguous space, extremely long, narrow runs of space, irregular space configurations, or other unusual building features; and
 - Indicate the location of common area restrooms and entrances which meet ADAAG;
5. Future expansion options identified should Tenant Agency needs increase during any lease term, see Bidder's Proposal form;
6. References of at least three (3) responsible parties who can attest to the performance of the bidder in a lease agreement or other contractual relationship, see Bidder's Proposal form;
7. Copy of a deed or other legal document showing proof of ownership, upon request, see Bidder's Proposal form; and
8. Drug-Free Workplace Policy, see Bidder's Proposal form.
9. Copyright Release, see Bidder's Proposal form.
10. Contractor Affidavit, see Bidder's Proposal form.
11. Conflict of Interest-Confidential Information-Third Party, see Bidder's Proposal form.

SITE VISITS

Bidders whose bid proposals meet the mandatory criteria will be contacted for a site visit to inspect and evaluate the proposed location and/or building. The SBD points of contact shall schedule the site visit(s).

REFERENCE CHECKS

The State reserves the right to check any reference(s) that are identified by the Bidder in the proposal.

Information to be requested and evaluated from references may include, but not limited to, some or all of the following: project description and background, job performed and overall performance rating. Only top scoring

bidders may receive reference checks and negative references may eliminate top scoring bidders from consideration for award.

SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS

All bidders are expected to comply with any statutory registration requirements. It is the responsibility of the bidder who is the recipient of an award to comply with any statutory registration requirements pertaining to types of business entities (e.g., a foreign or domestic corporation, non-resident contractor, limited partnership, or other type of business entity). The bidder who is the recipient of an award will be required to certify that it has so complied and produce a true and exact copy of its registration certificate, or, in the case registration is not required, to provide the reason as to why none is required. This must be completed within 24-hours of the lease contract award.

VIOLATION OF TERMS AND CONDITIONS

Violation of the terms and conditions contained in this RFP or any resultant contract, at any time before or after the contract award, shall be grounds for action by the State which may include, but is not limited to, the following:

Rejection of a bidder's proposal; and

Suspension of the bidder from further bidding with the State for a period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State Building Division.



Pete Ricketts, Governor

JANITORIAL PERFORMANCE REQUIREMENTS

The janitorial performance requirements attached as part of this Lease Agreement are the tasks and frequencies of work to be performed, as well as supplies to be provided, by the janitorial contractor throughout the Lease term. These requirements establish the performance expectations.

It is understood that all possible contingencies cannot be itemized and scheduled. Extra seasonal traffic and inclement weather can change the frequencies of many of these duties. Therefore, all work will be performed in a professional manner and done in the best interests of maintaining a clean, presentable building.

NOTE: The performance requirements herein stated have been established from past experience. Meeting the expectations and requirements outlined herein will be monitored. Failure to adhere to the expectations and requirements as outlined herein will be grounds for termination of the janitorial contract and Lessor will be required to contract the janitorial services with another company.

NIGHTLY CLEANING:

Shall include the following, unless otherwise indicated:

1. Empty all waste receptacles and change liners, as needed.
2. Remove trash from building to proper bins.
3. Dust mop all hard surface floor areas.
4. Damp mop hard surface floor.
5. Spot clean and/or vacuum carpets nightly, as needed.
6. Clean all door and partition glass.
7. Dust all horizontal surfaces, e.g., window sills, files, tables, chairs, racks, etc., excluding desk tops.
8. Clean and sanitize all drinking fountains.
9. Clean both sides of entryway glass.
10. Clean entrance matting.
11. Clean janitorial closets/rooms and sink.
RESTROOMS and BREAK areas:
12. Empty all waste receptacles and change liners, as needed.
13. Clean and service all restroom dispensers.
14. Thoroughly clean all fixtures with a germicidal cleaner.
15. Thoroughly clean walls, doors, shelves and partitions with a germicidal cleaner.
16. Sweep and thoroughly wet mop all floor areas with a germicidal cleaner.

WEEKLY CLEANING:

1. Clean kick plates, door knobs and switch plates including elevators.
2. Clean and buff all hard surface floors and refinish, as needed.
3. Thoroughly vacuum all carpeting, using upright beater brush and detail vacuums.

MONTHLY CLEANING:

1. Dust all venetian blinds.

QUARTERLY CLEANING:

1. Thoroughly wash all waste receptacles larger than desk size, as needed.
2. Shampoo carpeted corridors 3' or wider.

SEMI-ANNUAL SERVICES:

1. Thoroughly wash all desk size waste receptacles, as needed.
2. Clean all exterior glass.
3. Clean all interior glass on a semi-annual basis or more often, as needed.
4. Clean all building diffusers and air vents.
5. Shampoo carpeted conference rooms
6. Strip wax and refinish all hard surface floors.

ANNUAL SERVICES:

1. Clean all light fixtures, wash reflectors, both sides of lenses and dry wipe tubes.

PROOF OF COMPLIANCE:

Monthly, a report showing date of completion of all weekly, monthly, quarterly, semi-annual and annual cleaning must be mailed, or hand delivered to a designated Tenant Agency representative. The janitorial contractor will be asked to visit the site with the Tenant Agency's Point of Contact representative to review the quality of services provided, on a periodic basis.

Tenant Agency representative: _____

Representative phone: _____

Representative email address: _____



STANDARD POLICIES AND PROCEDURES FOR INSTALLATION OF WIRE AND CABLE FACILITIES IN STATE OWNED AND OCCUPIED BUILDINGS State of Nebraska - Office of the Chief Information Officer

PART 1. GENERAL

WORK INCLUDED:

The telephone and computer wiring system shall include, but is not limited to: all station, riser, aerial, and intra-campus cables as required; conduits, raceways, messenger wire systems, and all associated cable support hardware; telephone jacks, data interface connectors, face plates, and identification labels; distribution back-boards, line protectors, termination blocks and brackets, patch panels, distribution rings, cross connect wire, and data distribution equipment as required; all cable terminations; and all associated appurtenances as required by the distribution system.

REQUIREMENTS OF REGULATORY AGENCIES:

- Wiring methods, conductor applications, and insulation materials shall meet all applicable provisions of the National Electrical Code and Federal Communications Commission Rules and Regulations as well as applicable State and Local Codes.
- All new cables and wires installed shall be listed by Underwriters Laboratories, Inc.
- All cables installed shall meet appropriate fire ratings.

PRODUCTS:

All required or recommended parts to be used for a specific installation will be listed in the Request for Proposal or the Lease Agreement.

PART 2. EXECUTION

WORKMANSHIP:

- All work shall be performed by a company whose primary business is providing telecommunication services. This does not include work normally performed by an electrical contractor.
- All installations shall conform to the appropriate and most current recommended standards, as well as any associated technical systems bulletin, as published by the EIA/TIA committee of ANSI.
- All work shall be performed in accordance with the equipment manufacturer's requirements.
- All cable terminations shall be performed at the respective terminal boards, equipment cabinets, and station outlets.
- All station cabling shall be "home run" to appropriate distribution frame or equipment cabinet. No splices will be

allowed in these lines.

- Distribution panels are not to be located in a plenum area or above accessible ceilings.
- All cables installed above accessible ceilings shall be neatly bundled utilizing commercially available products and attached to appropriate supports. Cables installed randomly and disorderly will not be allowed.
- All cables shall be installed in a fashion not to interfere with the general maintenance of other electrical/mechanical devices as well as in a manner that other electrical/mechanical devices will not interfere with the operation of the cables intended application.
- All cables shall be identified and/or labeled at appropriate locations.
- Contractor shall be responsible for all clean-up associated with the installation of cabling facilities.

CABLING RECORDS: Upon completion, a detailed drawing of the wiring system is to be provided to the Lessor and Lessee. This drawing should show, but is not limited to: outlet jacks; labeling schemes and numbers; distribution panels and closets; aerial, riser, intra-campus, and building entrance cables; and all splice locations. Underground cabling and conduit systems are to be located with exact measurements using permanent, physical structures as reference points.

TESTING: Upon completion of the wiring system, provide written certification that the system is free of shorts, grounds or open circuits, all cables are terminated and identified and that each voice and/or data outlet is functional.

WARRANTY: All materials and labor shall be warranted for a period of not less than of one year from the date of final acceptance. Extended warranty requirements will be listed in the Request for Proposal or Lease Agreement.

POLICIES AND PROCEDURES FOR THE INSTALLATION OF DATA NETWORK INFRASTRUCTURE IN STATE OF NEBRASKA OCCUPIED OFFICES.

1. Network Room (NR) aka Server Room, Data Room, Equipment Room, Telecommunications Room, IT Room.

- a. The NR will contain only network infrastructure used exclusively by/for State of Nebraska.
- b. NR shall be a minimum of 75 square feet for offices with less than 50 staff and 100 square feet for offices with more than 50 staff. All walls shall be covered with plywood A/C grade. Plywood shall be fire retardant or coated with fire retardant paint.
- c. Door to the NR must have a lock keyed separate from any other door in the building.
- d. The NR shall not have open drains. Any water sources must be capped. The NR shall not be located next to adjacent walls with high voltage sources such as transformers, electrical motors, elevators, or other sources of electrical interference.
- e. Flooring in the NR must be of a non-static producing material such as wood or tile.
- f. NR must have enough air conditioning or ventilation such as louvered door or thermostatically controlled vent to maintain temperature of less than 75 degrees Fahrenheit.
- g. Each side wall must have a single gang dedicated 110 volt 20 amp power outlet centered on the wall approximately 15in from the floor.
- h. The back wall must have two dual gang dedicated 110 volt 20 amp power outlets located so as to split the difference of the back wall with outlets approximately 15in from the floor. In offices of more than 100 staff, special power consideration may need to be implemented. For questions regarding this matter please contact OCIO Network Support

at (402) 471-2047.

2. Auxiliary Wiring Closet(s) – Required for offices located on multiple floors.

- a. One Wiring Closet (WC) is required for each floor not housing the NR.
- b. Each WC shall be minimum of 50 square feet with door lock keyed same as NR and follow the NR standards noted above.

3. Data Wiring Specifications.

a. Standards.

- i. All data wiring shall be installed according to ANSI/TIA/EIA-568B. A copy of the data wiring certification tests and a floor plan showing the cabling pathways with data jack drop points to include jack numbers shall be submitted to State of Nebraska OCIO.
- ii. All installed data cabling must be labeled according to ANSI/TIA/EIA-606 standards at the patch panel, cross connects and data jack.
- iii. Installers shall follow all Federal, State and Local codes regarding the data wiring installation.
- iv. Floor to floor access, requiring a hole to be drilled for telecommunications wiring shall be installed in a metal conduit sleeve. Placing sleeves shall follow ANSI/EIA/TIA 569B standards. Spaces and pathways of horizontal and backbone cabling must follow the ANSI/EIA/TIA 569B Commercial Building Standard for Telecommunications Pathway and Spaces. Fiber installed in a building or tunnel must be installed in inner duct.
- v. All data cabling installed external to the ceiling or wall must be installed in one-inch raceway at a minimum. The raceway and fittings need to be rated to the cabling category being installed.
- vi. All wall-mounted faceplates must be secured to low voltage-mounting plate at a minimum.

b. General.

- i. The communications cabling contractor must contact OCIO Network Support to review requirements prior to starting work and provide a start date and expected completion date. For all questions concerning the data network please contact OCIO Network Support in Lincoln, at (402) 471-2047.
- ii. The contractor shall provide the complete physical wiring infrastructure including, but not limited to Category 6 rated data cable, jacks, data racks & patch panels. Patch panels cannot be larger than the 48 port style nor be of more than 2 rack units measuring approximately 19"x4"x4".
- iii. OCIO Network Support may, at its option, provide a lockable network cabinet for the NR and/or WCs.
- iv. The location of data jacks and data closet design for data equipment will be provided by OCIO Network Support once a final floor plan has been issued.
- v. The contractor shall contact OCIO Network Support in Lincoln, at (402) 471-2047 upon completion of the physical network.
- vi. For new site installations the data wiring will be terminated and tested at the earliest time possible.