

GENERAL SERVICES DEPARTMENT
Facilities Management Division



REQUEST FOR PROPOSALS (RFP)

State of New Mexico Regulation and Licensing Department,
Albuquerque, New Mexico

RFP# RLD Albuquerque 02.04.2025

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Release Date: **Tuesday, February 4, 2025**
Proposal Submission Deadline: **Tuesday, March 14, 2025**

Electronic submission of proposals will not be accepted.

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- I. **DEFINITION OF TERMINOLOGY:** This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations.
1. **Agency:** means the state executive agency other than the State Land Office seeking to lease space through this RFP process.
 2. **ANSI-BOMA Method:** means the Standard Methods of Measurement (ANSI/BOMA Z65.1-2010) is a standard primary used to calculate construction gross and external gross areas of a building. The Standard is applicable to all types of buildings.
 3. **As-Built Drawings, also known as Lease Record Drawings:** means drawings prepared after construction that describe the actual construction of the project.
 4. **Award:** means an executed contract under the relevant rules governing RFP processes for RFPs directed at leases and State Agencies Lease Real Property, including the FMD rules incorporating specific sections of the New Mexico Procurement Code, Sections 13-1-172 to 176, and 13-1-183, NMSA 1978 (see NMAC 1.5.21.1, et. seq.).
 5. **Base Lease Cost:** means the total annual cost minus operating expenses. The base lease cost shall not increase throughout the initial term of the lease.
 6. **Best and Final Offer:** means a request for best and final offers at the conclusion of any discussion and /or negotiation period after offers are received (negotiations may include any and all aspects of the RFP, the primary goal in this RFP process is to provide the space required by an agency at the best value to the State).
 7. **Bid Bond:** means a negotiable security instrument required when proposals are submitted to ensure a proposal for space can be delivered by the top ranked offeror. The requirement may be met with negotiable security instruments such as a Letter of Credit. Personal Checks will not be accepted. Bond shall be made payable to the General Services Department and the form and sufficiency of the Bid Bond is subject to FMD approval.
 8. **Business Hours:** means 8:00 a.m. to 5:00 p.m. **Mountain Time**, Monday through Friday (holidays excluded).
 9. **Confidential:** means parts of the proposal document may remain “confidential” indefinitely or for a period as set forth in this RFP (note: entire document cannot be “confidential”). All portions of the Offeror’s proposal will remain confidential until the day following the full execution of the lease agreement.
 10. **Construction Documents:** means drawings and specifications created by an architect that set forth in detail requirements for the construction of the project.
 11. **Determination:** means the written documentation of a decision of a RFP Manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
 12. **Director:** means the person appointed by the GSD Cabinet Secretary as Director of the Facilities Management Division who is statutorily responsible for controlling the lease of leased space by state executive agencies other than the State Land Office. The Director may designate someone to act on their behalf.
 13. **Energy Efficiency:** means cost effective use of technology, products, and services that decrease energy consumption by an effective measurable means such as building design, equipment, etc.
 14. **Finalist:** means an Offeror who meets all the mandatory requirements and specifications of this RFP and merits further consideration by the Selection Committee. The finalist may not necessarily be the highest ranked.
 15. **First Year Cost:** means the first year cost of the initial term and shall be submitted by the Offeror. It is the sum of the Base Lease Cost and the Operating Cost.

16. **All-Inclusive/Full-Service** means offering all the necessary or expected services including but not limited to: janitorial, janitorial supplies, alarm and security system, preventative maintenance, utilities, etc.
17. **Initial Term Cost:** means the initial term cost is the total cost for the initial term of the lease agreement (not including option years).
18. **IT:** means Information Technology
19. **Lease Record Drawings, also known as As-Built Drawings:** means drawings prepared after construction that describe the actual construction of the project.
20. **Leasable Square Feet (LSF):** means the space for which a tenant is charged rent and refers to the Useable Square Feet (USF), plus pro-rated common areas of the building such as restrooms, hallways, elevator shafts, stairwells, etc.
21. **Lease:** means the standard State of New Mexico Lease Agreement.
22. **Lease Escalation:** means the percentage of increase on Operating Cost ONLY, which will be applied to the Operating Cost of the First Year to determine the Operating Cost for the subsequent years. The amount of annual escalation is not to exceed 2%.
23. **Leasing Specialist:** means any person or designee authorized by FMD to serve as the Selection Committee Chair and Request for Proposal Manager in the case of the RFP and also authorized by an Agency or local public body to negotiate or administer: requests for proposals, agreements, amendments, and make written determinations with respect thereto.
24. **Lease Term:** means the length of time of the initial term of the lease agreement, not including option years.
25. **Mandatory:** means the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. **Failure to meet a mandatory item or factor may result in the rejection of the Offeror's proposal as non-responsive.**
26. **Minor Irregularity or Exception:** means one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a proposal or variation of a proposal from the exact requirements of the request for proposals that can be corrected or waived without being prejudicial to other Offerors. The defect or variation is immaterial when the effect on price, quantity, quality, or delivery is negligible; however remain subject to acceptance by FMD. FMD reserves the right to determine what constitutes a minor irregularity and exception.
27. **Offeror:** means any person, corporation, or partnership that chooses to submit a proposal.
28. **Open Space:** means a space for one or more persons that are not closed off for a private space. It may include modular furniture systems.
29. **Operating Cost:** means all costs to operate and maintain the interior, the exterior of the building and grounds with allowable escalation not to exceed 2% on operating cost annually beginning in the second lease year.
30. **Performance Bond:** Performance bond shall be submitted by the Lessor with the signed lease. The bond shall be returned to the lessor upon agency and FMD acceptance of the lease space for occupancy.
31. **Private Office:** means a fully enclosed space with an operable door for, providing a work space for one individual.
32. **Project:** means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, and a set of clearly defined tasks. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.
33. **Proposal Form:** Attachment A to this RFP, which must be used to respond to this RFP.
34. **Proposal Incentives:** means proposals offering high quality and high value over and above the minimum requirements of this RFP. Proposal incentives include features which enhance the quality of the leased space, such as energy conservation and management systems, enhanced building maintenance, additional natural lighting, landscaping, outdoor seating for breaks, tenant

improvement, etc.

35. **Protest Manager:** means the Director of Facilities Management Division or Designee.
36. **Public Inspection:** means the time that proposals will be open for public inspection after final award, except for the materials noted and deemed proprietary or confidential. All inspection of documents shall be conducted at the location where the official RFP file is kept and by appointment only.
37. **Request for Proposals (RFP):** means all documents, including those attached or incorporated by reference, used for soliciting proposals.
38. **Responsible Offeror:** means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.
39. **Responsive Proposal:** means a proposal which conforms in all material respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to price, quality, quantity or delivery requirements.
40. **Schematic Design:** means the preparation of studies to ascertain the requirements of the project, consisting of drawings and other documents illustrating the scale and relationships of the project components for approval by the owner. The architect also submits to the owner a preliminary estimate of construction cost based on current area, volume, or other unit costs.
41. **Sealed:** means the proposal is enclosed in a package which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a determination to be made by the Leasing Specialist. By submitting a proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Leasing Specialist in such cases.
42. **Selection Committee:** means a group of five individuals, the FMD Director may approve a group of less than five individuals. The group may be comprised of individuals from the agency, *public sector*, another state agency, and GSD.
43. **Selection Committee Chair:** means the individual assigned by FMD (also referred to as "Leasing Specialist"), who shall guide the RFP process, provide lease process expertise to the selection committee members, and vote in the case of a tie. The selection committee chair will remain in place until a lease is signed and the performance bond is returned to the lessor.
44. **Semi-Private Office:** means a space with the physical attributes of a private office, but providing work space for two or more employees.
45. **State (the State):** means the State of New Mexico.
46. **State Agency and Agency:** means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. "State agency" includes the Facilities Management Division of the General Services Department but does not include local public bodies.
47. **Tenant Improvement:** means improvements to a commercial or industrial property owned by a private entity to accommodate the agency needs.
48. **Useable Square Feet (USF):** means the square feet used directly by the tenant. It does not include common area square footage.
49. **Written:** means typewritten on standard 8 ½ x 11 inch paper. Larger paper is permissible for plans, charts, spreadsheets, etc.

II. INTRODUCTION

Purpose of this Request for Proposals: The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a lease agreement through competitive negotiations as described herein for the **Regulation and Licensing Department (Agency)** in conjunction with the **General Services Department, Facilities Management Division (FMD), State of New Mexico (State)**.

Background Summary: The State of New Mexico grants statutory authority to the Facilities Management Division of the General Services Department to ensure a fair, uniform, clear and effective process to regulate leasing property owned by private entities as office space or special use facilities statewide for all Executive Branch Agencies, except the State Land Office.

The mission of the Agency in the State is:

"To ensure qualified professional provide quality care and services to all people from New Mexico."

III. SCOPE OF PROCUREMENT:

The Agency is seeking an office lease agreement for up to a 20-year term. We encourage the development of creative solutions to meet the procurement needs and critical path deliverables, such as: build-to-suit, existing space, or a combination of the two.

PREMISES MUST ADHERE TO THE FOLLOWING:

1. The premises must be located **within the Albuquerque** city limits, New Mexico;
2. Square Footage Requirement (see Attachment I for more details):
 - A. **30,075** Leasable Square Feet
 - B. **26,152** Useable Square Feet

NOTE: Offerors proposals of a building with square footage that exceeds 10% over the requested square footage, may be deemed non-responsive.

3. Desired Term Specifics: Initial term of ten (10) years, with two five (5) year renewal options, totaling a maximum of twenty (20) years.
4. Desired Occupancy: Within six months of lease execution.
5. **Parking:**
 - A. Total Number of Parking Spaces: **150**
 - i. Secured Parking (State Owned Fleet): **25**
 - ii. Designated Employee Parking / Secured Parking (Employee): **25**
 - iii. General Public Parking: **100**
 - B. Handicapped Parking as required by ADA, state, city or local ordinances. Parking to include accessible and van accessible space to be provided according to city, county and or state standards.

6. **Utilities and Janitorial:** Refer to **Attachment D** and **Attachment E**.
7. Cost shall be submitted separately as indicated in **Attachment A, Part 2:**
 - A. **Base Lease Cost:** The base lease cost shall not increase throughout the initial term of the lease and lease renewal terms.
 - B. **Operating Expenses:** Offeror shall submit the dollar amount in the proposal, per leasable square foot, and identify what costs should be considered as operating costs.
 - C. An annual escalation on operating costs may be proposed at a rate not to exceed 2% per annum beginning on the first day of the thirteenth month of the initial lease term and annually thereafter.
 - D. All proposed costs are subject to negotiation.
8. Standard State of New Mexico Lease Agreement, see **Attachment B:**
 - A. Offeror must agree to enter into an all-inclusive/full service lease agreement.
 - B. Offeror must be able to abide by all the terms and conditions as outlined in the lease agreement.
 - C. Offeror must abide by all local, city, county, state and any applicable statute, rules, policy, etc. that govern the lease agreement.
9. Telecommunication Requirements, see **Attachment C**.
10. FMD Mandatory Specifications, see **Attachment D**.
11. Agency Mandatory Requirements/Specifications, see **Attachment E**.

IV. **PROCUREMENT CONTACT AND DELIVERY**

1. **Leasing Specialist:** FMD has assigned a Leasing Specialist who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Jordan Moya, Leasing Specialist/RFP Manager
General Services Department, Facilities Management Division
Telephone: **505-629-7179**
Email: **Jordan.moya@gsd.nm.gov**

2. **Deliveries:** All deliveries of proposals via express carrier or hand-carried must be addressed as follows: **No electronic submission of proposals will be accepted.**

General Services Department, Facilities Management Division
Attn: **Jordan Moya**, Leasing Specialist/RFP Manager
Reference: **RFP# RLD Albuquerque 02.04.2025**
2542 Cerrillos Road, Building T-187
Santa Fe, NM 87505

3. **Protest: Deadline – 15-calendars days from the date of Award.**

Protest Manager:
 General Services Department, Facilities Management Division
 Attn: **Peter Barrington**, Director Designee
 Reference: RFP #RLD Albuquerque 02.04.2025
 2542 Cerrillos Road, Building T-187
 Santa Fe, NM 87505

Any Offeror who is aggrieved in connection with the selection of the finalist may protest to the Protest Manager in writing. Protest must be hand carried or delivered by certified mail or by overnight courier (**email or fax will not be accepted**).

Protests must include: the name of the aggrieved offeror; the address of the aggrieved offeror; the RFP name and number; a statement of the grounds for protest; including appropriate supporting exhibits. **Additions to protests that are received timely will not be accepted after the 15-calendar day deadline.**

4. **Inquiries and Requests:** All inquiries and requests regarding this procurement should be submitted in writing, to the Leasing Specialist assigned to this RFP. Offerors may contact ONLY the Leasing Specialist regarding this RFP. Other state employees or the Selection Committee members do not have the authority to respond on behalf of FMD.

V. **CONDITIONS GOVERNING THE PROCUREMENT:** This section of the RFP contains the schedule, description and conditions governing the procurement.

1. **Sequence Events, Due Dates and Explanation of Events:** The Leasing Specialist will make every effort to adhere to the following schedule (the Sequence of Events is subject to change as deemed necessary):

A. **RFP Release Date – Tuesday, February 4, 2025**

- i. This RFP is being issued on behalf of the State of New Mexico.

B. **Acknowledgement of Receipt Form (Attachment H) – due: Thursday, February 6, 2025**

- i. **The Acknowledgement of Receipt form is due prior to or close of business day of the Mandatory Attendance Required Pre-Proposal Conference.**
- ii. Delivery of Attachment H can be hand-delivered, returned via email, or by registered or certified mail.
- iii. The form should be signed and dated by an authorized representative of the organization.
- iv. Procurement distribution list will be compiled from the received forms and will be used for the distribution of written responses to questions, RFP Amendments, and any other documentation that is open to public inspection at this point of the process.
- v. **Failure to return the form shall constitute a presumption of receipt and rejection of the RFP.**
- vi. The potential Offeror's failure to return Attachment H by the due date shall render the proposal non-responsive.

C. Pre-Proposal Conference Attendance Required on Thursday, February 6, 2025 at 10:00am

- i. Pre-proposal conference will be held at the following location:

General Services Department
Facilities Management
2542 Cerrillos Rd. Bldg. T-187
Santa Fe, NM 87505

- ii. Video conference participation may be available via Microsoft Teams Notification and arrangements must be requested at least 48-hours prior to Pre-Proposal Conference.

D. RFP Questions, Due: Tuesday, February 11, 2025

- i. **All questions must be in writing.**
- ii. No questions left on voicemail will be acknowledged or answered.
- iii. Potential Offeror's are encouraged to **submit written questions** in advance of the pre-proposal conference.
- iv. Some written questions may not be answered during the pre-proposal conference. however, all written questions received will be given a final and formal written answer that will be published on SciQuest as an amendment to this RFP.
- v. Questions shall be clearly labeled and shall clearly cite the Section(s) in the RFP or other document which form the basis of the question.
- vi. Additional **written** questions may be submitted at the pre-proposal conference and shall be addressed as indicated below in: E. Response to Written Questions.

E. Response to Written Questions – we will make every effort to respond within 48-hours of receipt:

- i. Potential Offerors must be registered to access RFP documents, please register by copying and pasting the links below into your browser:
https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico&tab=PHX_NAV_SourcingOpenForBid&tmstmp=1467214109161 ;

RFP can be accessed at following registration:

<https://solutions.sciquest.com/apps/Router/RegistrationChecklist>.

F. Submission of Proposals – Due: Thursday, March 13, 2025, no later than 3:00 p.m.

- i. **ALL** Offeror Proposals must be received by the Leasing Specialist or Designee no later than 3:00 p.m. Mountain Time. Proposals received after this deadline **will not** be accepted.
- ii. FMD will acknowledge and validate the date and time each proposal is received and will record the date and time on each proposal; this date and time is the official record of delivery and receipt.
- iii. Proposals must be addressed and delivered to the Leasing Specialist as indicated in Section IV. Paragraph 2. Deliveries.
- iv. **No electronic submission of proposals will be accepted.**

G. Record of Submitted Proposals:

- i. A log will be kept of the names of all Offeror organizations that submitted a timely proposal.
- ii. This log shall become a part of the procurement file and available for public inspection only after the award has been made.

- iii. The negotiation process is deemed to be in effect until the lease agreement is awarded pursuant to this RFP.
- H. Site Visits and Presentation –Wednesday, March 19, 2025**
- i. **Site visits will be scheduled with each responsive Offeror as stated above;**
 - ii. Offeror must be available to open proposed premises for site visits by the Selection Committee.
 - iii. Each responsive Offeror shall be allotted a total of forty-five minutes to make an optional presentation to the Selection Committee, answer questions and tour the proposed location.
- I. Interview and Presentation – After Site Visits and Presentations (Paragraph H above), and if deemed necessary by the Selection Committee, interviews and presentations may be scheduled.**
- J. Proposal Evaluation (Closed Meeting) –Tuesday, March 25, 2025**
- i. The Selection Committee shall evaluate each proposal, taking into consideration the criteria set forth in the RFP.
 - ii. The Selection Committee may request clarification from any or all Offerors.
 - iii. All clarifications shall be requested and submitted in writing to the Selection Committee, within deadlines set by the committee.
 - iv. The Director may waive, in writing, any irregularity if it is determined that the irregularity is clerical in nature.
- K. Selection of Finalist – Tuesday, April 1, 2025**
- i. After the selection committee has completed on-site inspections and received any clarifications requested, the Selection Committee shall rank proposals based upon the evaluation criteria defined in this RFP.
 - ii. The Selection Committee shall submit their recommendation to FMD for consideration and approval.
 - iii. FMD will notify the finalist as soon as possible following review and approval of finalist recommendation made by the selection committee in the ranking report.
- L. Notification of Finalist Selection – Tuesday, April 1, 2025**
- i. Finalist may be asked to submit revisions to their proposals for the purpose of obtaining a best and final offer.
 - ii. The award is based on the Selection Committee’s recommendation and FMD approval;
 - iii. FMD will notify Finalist and all other Offerors.
 - iv. This date is subject to change at the discretion of FMD.
 - v. In the event mutually agreeable terms cannot be reached with the apparent top ranked Offeror, the State reserves the right to finalize a lease agreement with the next top ranked Offeror without undertaking a new procurement process.

VI. GENERAL REQUIREMENTS: This section contains specific information about the lease procurement, including its process and conditions under which this RFP is issued and awarded. This RFP is issued pursuant to and governed by 1.5.21 NMAC.

1. **Amended Proposals:** An Offeror may submit an amended proposal before the deadline for proposal submission.
 - A. This is the only allowable substitution in the original proposal. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter.
 - B. After the proposal deadline, an Offeror cannot amend a proposal or withdraw a building that has been offered or attempt to substitute buildings or building sites on non-contiguous properties. However, an Offeror whom has obtained written approval from FMD may substitute locations within a building or building sites on contiguous properties so long as the substitution is in the best interest of the agency and the proposed cost is less than or equal to the original proposed cost.
 - C. Agency or FMD personnel will not merge, collate, or assemble proposal materials.
 - D. **No electronic submission of amended proposals will be accepted.**
2. **Agency Rights:** FMD in agreement with the Selection Committee reserves the right to accept all or a portion of a potential Offeror's proposal.
3. **Basis for Proposal:** Only information supplied, in writing, through the Leasing Specialist or in this RFP shall be used as the basis for the preparation of Offeror proposals.
4. **Certifications and Licenses:** Proposals submitted in response to an RFP shall indicate the ownership of the facility offered for lease. If the facility is owned by a corporation or other legal entity, the proposal shall also indicate the principal individual owners, addresses and percentages of their ownership. The proposal must also indicate the names and addresses for each individual owner of the entity. Potential Offerors must have the proper certifications and licenses to do business in New Mexico.
5. **Confidentiality:** Any confidential information provided to, or developed by, the Offeror in the performance of the lease agreement resulting from this RFP shall be kept confidential and shall not be made available to any third party by FMD, the Selection Committee and the Agency without the prior written approval of the Offeror.
6. **Consent to Jurisdiction and Venue:** If a recipient of this RFP chooses to offer a proposal, the Offeror understands and agrees that by submitting such proposal to the Agency, they thereby consent to and agree to the exclusive jurisdiction of the Courts of the State of New Mexico for the resolution of any disputes arising under or resulting from the contract selection and/or approval process in response to this RFP, or any dispute arising under or resulting from the performance of any contract resulting from this RFP, which cannot be resolved informally.
7. **Disclosure of Proposal Contents:** The proposals will be kept confidential until the day following the date of written notice of award from the agency as authorized by the director. At that time, all proposals will be open to the public, except for the material noted and deemed by the director as proprietary or confidential. Proprietary or confidential data must be readily separable from the rest of the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal. The proposed rent cost shall be made available for public inspection following award.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Facilities Management Division or the Agency shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

8. **Electronic mail address required:** Communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.
9. **Governing Law:** This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
10. **Incurring Cost:** Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
11. **Information Available:** All rules and standards referred to in this RFP are available for public viewing at the FMD office. These documents have a binding effect upon the Offeror's proposal. Interested persons obtain a copy of the GSD Leasing Rule on-line.
12. **Lease Agreement Deviations:** Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between FMD and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.
13. **Lease Agreement Terms and Conditions:** The lease agreement between the agency and the awarded Offeror will follow the format specified by FMD and contain the terms and conditions set forth in the Sample lease agreement (Attachment B). FMD reserves the right to negotiate with successful Offeror's provisions in addition to those contained in this RFP.

The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the lease agreement. In the event the Offeror's proposal conflicts with the RFP, the RFP governs, and in the event the agreement conflicts with the proposal, the agreement governs.

An Offeror that objects to any of the lease terms and conditions, as contained in this section or in the lease agreement (Attachment B), must propose specific alternative language for review and consideration by the FMD (this consideration is not a guarantee that alternative language proposed by the objecting Offeror will be accepted or included into the terms and conditions of the lease agreement). General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to FMD and will result in disqualification of the Offeror's proposal. Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

A security deposit or money held by Lessor as a result of this lease agreement shall not be permissible. Any proposal that contains such a requirement may be deemed non-responsive.

14. **Legal Review:** FMD requires that all Offerors agree to be bound by the General Requirements contained in this RFP.
15. **No Obligation:** This RFP in no manner obligates the State of New Mexico or any of its Agencies to enter into an agreement with any Offeror until a valid written lease agreement is awarded and approved by appropriate authorities.
16. **Notice of Penalties:** The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks. At no time during this process is any employee of the Agency or the Facilities Management Division to receive any type of monetary or material benefit from any Offeror.
17. **Offeror Qualifications:** The Selection Committee and FMD may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive proposal as defined in NMSA 1978, § 13-1-83 and 13-1-85.
18. **Offeror's Rights to Withdraw Proposal:** Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Leasing Specialist and signed by the Offeror's duly authorized representative.
19. **Offeror's Terms and Conditions:** Offerors must submit with the proposal a complete set of any additional terms and conditions they wish to have included in a lease agreement negotiated with FMD. Inclusions or rejection of any such language shall be at the sole discretion of FMD.
20. **Ownership of Proposals:** All documents submitted in response to the RFP shall become property of the State of New Mexico, and will not be returned.
21. **Prohibited Bidding:** Pursuant to Section 10-16-13 NMSA 1978 no state agency or political subdivision of the State shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on behalf of a state agency or political subdivision of this State shall exercise due diligence to ensure compliance with this section.
22. **Responsibility:** Any lease agreement that may result from this RFP shall specify that the Offeror is solely responsible for fulfillment of all requirements of the lease agreement. The Agency will make lease payments only to the Offeror derived from this RFP.
23. **Right to Publish:** Throughout the duration of this procurement process and lease agreement term, Offerors must secure from the agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency lease agreements deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the lease agreement.

24. **Right to Waive Minor Irregularities:** The Selection Committee and FMD reserve the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Selection Committee.
25. **Sufficient Appropriation:** Any lease agreement awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the Offeror. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Offeror as final.
26. **Termination/Cancellation:** FMD may cancel this RFP at any time and may reject proposals in whole or in part when it is in the best interest of the State, by providing written notice to all potential Offerors of record.
27. **Use of Electronic Versions of this RFP:** This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by FMD, the Offeror acknowledges that the version maintained by FMD shall govern. Requests for this RFP should be made to Leasing Specialists.

VII. PROPOSAL SUBMISSION: FMD will reject all proposals deemed as **non-responsive** and notify the Offeror. **Non-responsive** proposals shall be destroyed unless Offeror makes arrangements at their expense to pick up proposals within five calendar days of notice. The selection committee will only review proposals that have been deemed responsive.

1. **Mandatory Requirements:**

- A. Proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, proposed floor plans and subject to agency and FMD approval).
- B. Proposal: Must include 1 original and 5 copies which must be placed within separate binders with tabs delineating each section; and clearly marked: **"Original"** and **"Copy."**
- C. Sections shall be organized in the order described in VII. 2 and 3 below.
- D. Offerors must populate and submit proposal on the attached Proposal Form (Attachment A) and are strongly encouraged to limit their proposals to a maximum of thirty (30) pages. Exclusions to this limitation will be the letter of transmittal, table of contents, covers, dividers, resumes, other information, i.e., letters of appreciation, etc., and acknowledgement of amendments (if applicable).
- E. Offeror may submit more than one proposal in response to this RFP; however each proposal must be submitted as a separate proposal as described above.
- F. All proposals must be submitted separately in a sealed package.
- G. Proposals must be submitted in Hard Copy and meet the specifics below in this Section, Paragraph 2 Proposal Form (Attachment A).
- H. **No electronic submission of proposals will be accepted.**
- I. Any proposal that does not adhere to the requirements of this Section may be deemed **non-responsive**.

2. **Mandatory Proposal Form – Section 1: (Attachment A):**

- A. Offeror Information.
- B. Ownership of Proposed Premises.
- C. Authorized Agent, if other than Offeror.

- D. Description of Proposed Premises.
- E. Lease Commencement Date.
- F. Square Footage.
- G. Parking.
- H. Utilities and Special Services.
- I. Organizational References, include resume, project list with location and cost; and Financial Reference Letter, on bank letterhead, containing Offeror's name and other DBA and AKAs of a business or personal nature under which the Offeror operates; length of association, and a statement as to the current financial stability of the Offeror that demonstrates a presumed ability to maintain a healthy business relationship with a financial institution; with the official seal of the banking institution.
- J. Exceptions, if applicable.
- K. Bid Bond.
- L. Performance Bond;
- M. Attachments:
 - i. Acknowledgement of Receipt Form.
 - ii. Campaign Contribution Form.
 - iii. Conflict of Interest Form.
 - iv. Proof of Ownership of Proposed Premises
 - v. Proposed floor Plan (subject to approval by Agency and FMD)
 - vi. Map of Proposed Premises (aerial view, Google map, etc.).
 - vii. Use additional attachments to describe the Quality of Lease Space and to address added incentives.
 - viii. List of energy efficient technology, products and services that you have been or will be incorporated into the premises.

3. **Mandatory Cost Proposal** – Section 2 (tab two in Attachment A)

- A. Term Options and Cost Proposal

VIII. Evaluation Rating and Ranking: The Selection Committee will review and rank each responsive proposal and make a recommendation to the FMD Director to award the top-ranked Offeror; and notify all responsive Offerors in writing of the ranking results.

The following is the criteria that the selection committee will use to determine the overall ranking of each responsive proposal with a maximum available score of 100:

Evaluation Criteria	Maximum Available Points
Base Cost	20
Operating Cost	20
Escalation Rate-Operating Cost only, not to exceed 2%	5
Geographic Location	10
Quality of Leased Space	20
Parking	15
Energy Efficiencies Initiatives - Other, such as solar, LED Lighting, etc.	5
Electric Vehicle Charging Station	5
TOTAL POINTS	100

1. **EXPLANATION OF EVALUATION CRITERIA.** The following criteria will be evaluated to determine and rank all responsive proposals.
 - A. **Cost Criteria – Total 45 points.** For the purposes of this proposal, the agency has a specific budget for the first year and as stated below the highest points will go to the lowest cost proposal. Cost will be evaluated in three parts as follows:
 - i. **Base Cost: 20 points.** Responsive proposals at the highest cost will be given minimum points; the lowest cost proposal will be given the maximum points possible; all others will be prorated.
 - ii. **Operating Cost: 20 points.** Responsive proposals at the highest cost will be given minimum points; the lowest cost proposal will be given the maximum points possible; all others will be prorated. *NOTE: Should only include Janitorial, Electric, Gas, Sewer and Water.*
 - iii. **Escalation provision: 5 points.** Responsive proposals at the highest percentage will be given minimum points; the lowest percentage proposal will be given the maximum points possible; all others will be prorated. *NOTE: The desired escalation is 2%: a lower escalation shall result in a high evaluation score, a higher escalation shall result in a lower evaluation score.*
 - B. **Geographical Location – Total 10 points.** Proposals located within the geographical area detailed in Section “III. SCOPE OF PROCUREMENT” and deemed most favorable will receive the maximum points; the proposal deemed least favorable will be assigned minimum points; all others will be prorated. The selection committee will visit each proposed site and review proposal elements including, but not limited to auto and pedestrian access, relationship to public transportation, parking, etc.
 - C. **Quality of Leased Space – Total 20 points.** This criterion is used to assess the overall quality of the proposed lease space, including and not limited to:
 - i. Marshall & Swift Class of Construction:
 - ii. Components (i.e. exterior walls, sprinklers, elevators, fire alarm systems etc.).
 - iii. HVAC Descriptions (i.e. forced air units, hot water, steam etc.).
 - iv. Finishes and special conditions listed in the RFP.
 - v. Cost of tenant improvements.
 - vi. Delivery of leased space for occupancy.

The maximum points will be assigned to the proposal deemed most favorable; minimum points will be assigned to the proposal deemed as least favorable; all others will be prorated. Incentives offered shall be considered in this scoring and will become a part of the proposal submitted in response to this solicitation.

IMPORTANT: The agency strongly encourages Offerors to submit a dimensioned space demonstration of the Offeror's ability to meet the spatial and organizational needs of the agency. An architect's stamp is not required. Plans are extremely useful when the committee evaluates proposals. Offerors are also encouraged to submit examples of past projects, i.e. resume, pictures and/or site visits to the existing facility.

- D. **Other Needs (Parking) – Total 15 points.** This criterion is used to assess the overall quality of the proposed parking. Items that will be taken into consideration include but will not be limited to the following: Number of spaces, designated parking for agency clients, paved parking, traffic flow and inclusion of designated employee parking. The maximum points will be assigned to the proposal deemed most favorable to the agency; minimum points will be assigned to the proposal deemed as least favorable; all others will be prorated.
- E. **Energy Efficiencies Initiatives – Total 10 points.**
- i. **Environmental**-Improving energy efficiency
 - ii. **Economic**-Energy resource plan, energy efficiency
 - iii. **Utility Systems**-long term benefits
 - iv. **Electric Vehicle Charging Station**
2. **Evaluation Process:** Responsive proposals will be evaluated based on the documentation submitted with Attachment A, along with the rating and ranking criteria defined in Paragraph VIII, Rating and Ranking, above.
3. The Selection Committee Chair shall tabulate points as provided for in Paragraph VIII, Evaluation Rating and Ranking, above.
4. Based on the evaluation criteria defined in the RFP, including rating and ranking, the Selection Committee will make a Finalist recommendation to FMD for review and approval.

IX. REFERENCED DOCUMENTS

1. Attachment A – Proposal Form (Sections 1 and 2)
2. Attachment B – “SAMPLE” State of New Mexico Lease Agreement
3. Attachment C – Telecommunication/IT-DOIT Standard for Building and Campus Wiring
4. Attachment D – FMD Mandatory Specifications
5. Attachment E – Agency Mandatory Requirements
6. Attachment F – Campaign Contribution Disclosure Form
7. Attachment G – Affidavit - Conflict of Interest Form
8. Attachment H – Acknowledgement of Receipt Form
9. Attachment I – Space Needs
10. Attachment J – Conceptual Drawing Floor Plan

END OF REQUEST FOR PROPOSALS

Amendment 1

RFP# RLD Albuquerque 02.04.2025

- **Item 1:** Replaced the RFP in its entirety to extend the time for the proposal conference.
- **Item 2:** Replaced Attachment H in its entirety to revise the leasing specialist information.
- **Item 3:** Replaced the RFP in its entirety to remove the watermark.

Amendment 2

RFP# RLD Albuquerque 02.04.2025

- **Item 1:** Replaced Attachment A in its entirety to replace with the correct document.

Proposal for:	RFP #
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A. OFFEROR INFORMATION

Company:							
Type:	Individual		Corporation		LLC		Partnership
	Other						
Contact Name:							
Mailing Address:							
City:			State:		Zip:		
Telephone #'s:		Office:			Cell:		
Email Address:							

B. OWNERSHIP of PROPOSED PREMISES

	Name	% of Ownership
Individual:		
Principle:		
Owners:		

C. AUTHORIZED AGENT for the OFFEROR (if applicable)

This person must have the authority to act on behalf of the organization if different than Offeror regarding proposal content and to negotiate lease agreement.

Company:							
Type:	Individual		Corporation		LLC		Partnership
	Other						
Contact Name:							
Mailing Address:							
City:			State:		Zip:		
Telephone #'s:		Office:			Cell:		
Email Address:							

D. DESCRIPTION OF PROPOSED PREMISES, INCLUDING COMPLETE PHYSICAL ADDRESS

Brief description of Premises (include type, structure, age, new construction-build to suit, existing-renovation, AS IS Space, etc.). For existing building please attach floor plan. Also include Marshall & Swift Class of Construction (A, B, C, D, S) and condition (Excellent, Good, Average, Low Cost). Use additional sheet if necessary, not to exceed one page of 12 point font and clearly label.

Premises Physical Address:							
Address:							
City:			State:		Zip:		

E. LEASE COMMENCEMENT DATE

Requested:	Page 1 of 4 Proposed:
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Number of Days from Lease Execution: _____

F. SQUARE FOOTAGE

Leasable:	Requested		Proposed	
Usable:	Requested		Proposed	

*NOTE: Proposals that are over or under the requested square footage by 10% may be deemed **non-responsive**.*

G. PARKING

Total Number of Spaces:	Required		Proposed	
Secured:	Required		Proposed	

ADA spaces must meet the standards as specified by law.

*NOTE: if parking requirements cannot be met this may deem this proposal **non-responsive**.*

H. Utilities and Special Services (lease shall be all inclusive at Lessor expense)

	Annual Average	Annual Estimate
Janitorial		
Electric		
Gas		
Water		
	\$0.00	\$0.00

NOTE: Offeror may be asked for supporting documentation and/or justification for the above expenses.

I. Organizational References (minimum of three that Offeror maintains a similar relationship as in this RFP)

Name	Telephone	Cell Phone

J. Proposal Exceptions (provide details such as page number, section, etc.)

Use additional sheet if necessary, not to exceed one page of 12 point font and clearly label.

*NOTE: exception(s) may result in a lower score or may deem this proposal **non-responsive**.*

K. Bid Bond

Enclosed is a Bid Bond submitted as security in the amount of two thousand dollars (\$2,000.00) and shall be forfeit if I withdraw my proposal outside of the time allowed or if I do not make the proposed premises available for lease. Checks in any form shall not be accepted.

L. Performance Bond

If I am the finalist and successful negotiation for a lease agreement occurs, I guarantee that I can secure a performance bond in the amount of 25% of the total first year annual cost to ensure successful conformation of space required in the lease agreement. The performance bond will be returned when the lease space is approved for occupancy. Checks in any form shall not be accepted.

M. Attachments
1. Acknowledgement of Receipt Form
2. Campaign Contribution Form
3. Conflict of Interest Form
4. Proof of Ownership of Proposed Premises
5. Floor Plan (conceptual drawing or actual)
6. Map of proposed premises (aerial view, google map, etc.), must be able to easily identify location
7. Use additional attachment to describe the Quality of Lease Space and to address added incentives. Must not exceed 5 pages; use font size 12; and clearly title each submission.
8. List energy efficient technology, products and services that you have been or will be incorporated into the premises. If item has an Energy Star rating please include. Must not exceed 1 pages; use font size 12; and clearly title each submission.

In submitting this proposal, the Offeror represents that the subject Request for Proposal in its entirety has been examined, understands and accepts all the terms and conditions of the referenced Request for Proposals document and all other documents of record. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation, or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of one hundred twenty (120) calendar days from the deadline for receipt of proposals, or, if I am selected as the top-ranked Offeror, for such further period as is necessary for obtaining lease signature and approval.

I understand that if my proposal is withdrawn prior to the one hundred twenty (120) calendar days from the deadline for receipt of proposals that I will forfeit my Surety Bond.

All blank, unfilled, incomplete, and stricken-out spaces in this lease proposal form will be considered incomplete and may cause the proposal to be deemed non-responsive.

I understand that submittal of this lease proposal form indicates the Offerors acceptance of the conditions governing this procurement and conformance with all requirements of the Request for Proposals. The Offeror agrees to be bound by all requirements of the RFP and the Lease proposal form.

This proposal is genuine and not made in the interest of, or on behalf of any undisclosed person, firm, or corporation.

Authorized signature:

By: _____

Date: _____

Printed Name and Title: _____

COST PROPOSAL FORM

ATTACHMENT A - Section 2

RFP - General Service Department/Facilities Management Division

Proposal for:		RFP #	
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Term Options and Cost Proposal (based on Annual Costs)			
	*Base Rent	Operating Cost	**Escalation %
20-year term, no renewal option	\$0.00	\$0.00	0.00%
15-year initial term, with one 5-year renewal options	\$0.00	\$0.00	0.00%
10-year initial term, with two 5-year renewal options	\$0.00	\$0.00	0.00%
5-year initial term, with three 5-year renewal options	\$0.00	\$0.00	0.00%

NOTE: if any of the above are not submitted, this proposal may be deemed **non-responsive**.
All costs are subject to negotiation upon selection of finalist.
*Base Rent shall remain the same throughout the initial term
**Escalation to begin in the 13th month and every twelve months thereafter during the initial term.

Cost Proposal - Authorized Signature:

By: _____

Date: _____

Printed Name and Title: _____



STATE OF NEW MEXICO
 GENERAL SERVICES DEPARTMENT
 Facilities Management Division
 2542 Cerrillos Road, Building T-187
 Santa Fe, New Mexico 87505



This lease, **Lease Record "[Insert Lease Record Number]"**, is made and entered into between **"[Insert Lessor Name]" "Lessor,"** and **"[Insert Agency Full Name, include Division if applicable]" "Lessee,"** an agency or instrumentality of the State of New Mexico, pursuant to GSD Rule 1 NMAC 5.21 and amendments thereto and approved by the **Facilities Management Division Director or Designee, "FMD."** **This Lease was a result of "[Insert procurement method and statute citation is applicable]"** .

Lessor and Lessee agree as follows:

1. **Leased Premises.** In consideration of the terms and conditions in this Lease, Lessor leases to Lessee, and Lessee leases from Lessor, those Leased Premises with appurtenances, located at: **"[Insert Physical Address]"** , **"[Insert City, State and Zip]"** , **"Leased Premises"** and situated in the County of **"[Insert County Name]"** , New Mexico.
 - a. Include description of property including legal description where readily available, inventory of Lessor's furnishings and other property associated with the Leased Premises which shall remain on the Leased Premises: **"[Insert if Applicable or enter N/A]"** .
 - b. Square Footage of Leased Premises:
 - i. Leasable: **"[Insert Leasable Square Footage]"**
 - ii. Usable: **"[Insert Usable Square Footage]"**
 - iii. Full Time Employees: **"[Insert Total Number of FTEs]"**
 - c. Parking – total number of parking spaces included in this Lease are as follows:
 - i. State secured parking spaces: **"[Insert Total Number of Parking Spaces = to FTEs]"**
 - ii. Employee secured parking spaces: **"[Insert Total Number of Parking Spaces = to FTEs]"**
 - iii. General/visitor parking spaces: **"[Insert Number of Parking Spaces]"**
 - iv. ADA parking as required by the local governing body (city, county, state).
 - d. Lessee's Hours of Operation: **"[Insert Regular Days of Operation]"** ; **"[Insert Regular Hours of Operation]"** ; and **Other: "[Insert Other Requirements]"** .
2. **Term.** The Initial Term of this Lease shall be for **"[Insert Number of Months]"** , as follows:
 - a. Beginning on: **"[Insert Beginning Date]"**
 - b. Terminating on: **"[Insert Ending Date]"**
 - c. This term shall be amended to begin on the actual occupancy date by the Lessee and to terminate **"[insert amount]"** years thereafter, unless extended as permitted herein, because of the Lessee required renovations and/or improvements.

3. **Rent.** Lessee and Lessor understand that Lessee shall not pay rent prior to the completion of the renovations and/or improvements, and the occupancy of the Leased Premises.

In consideration of this Lease, Lessor and Lessee agree to the following rent schedule, understanding that term dates may be amended based on the actual and mutually agreed upon occupancy date.

"[Insert Rent Schedule]"

The total rent for the initial term is: "[Insert Total Rent to be Paid in the Initial Term]" . Operating cost escalation is "[Insert Operating Cost Annual Escalation]" to be added to the annual operating cost beginning on the first day of the 13th month of occupancy and annually thereafter.

Lessee has the sole responsibility for paying rent; Lessor should anticipate a delay in the first rent payment of each new fiscal year (July payments). The Department of Finance and Administration closes out all accounts for the fiscal year at that time and all payments may be delayed.

4. **Option to Renew.** In partial consideration for rent paid under this Lease, Lessor grants Lessee, its successors and assignees, "[Insert number of renewal options, ex. one, two etc.]" "[Insert option years, ex. 5-years]" options to renew this Lease. The renewals shall be for a term not to exceed the initial term and shall be subject to the same terms and conditions set forth in this Lease for the original term, except as may be provided otherwise in this Lease with regard to rent. Lessee may exercise the options, by giving Lessor written notice at least thirty days prior to the expiration of the current term. Initial term and any renewal terms shall not exceed 20-years.

Base rent as negotiated of "[Insert Annual Base Rent]" shall be effective for any renewal term.

5. **Holding Over.** Lessee's holding over or continued use or occupancy shall be construed as a month-to-month tenancy and the monthly rent shall remain the same as the last date of the expired term and is subject to the same terms and conditions set forth in this Lease, or as it may be amended.
6. **Use of Leased Premises.** Lessee shall use the Leased Premises for purposes of carrying on state business. More particularly, Lessee shall use the Leased Premises for, among other things:
"[Insert Use of the Leased Premises]"

Lessor agrees that the Leased Premises are suitable for this (these) purpose(s) or has revealed to Lessee any reasons Lessor knows of or reasonably should know of why the Leased Premises might not be suitable for such purpose(s).

7. **Condition of Leased Premises.** Lessor warrants that the Leased Premises are in good and safe condition, structurally sound and of safe design and that they comply with all applicable building codes, ordinances, rules and regulations, except as noted: No Exceptions

Any defects of which the Lessor is aware shall be rectified prior to the inception of this Lease or within 60 days thereafter. Failure to correct any dangerous condition constitutes a substantial breach.

8. **Accessibility to the Disabled.** The Lessor warrants that the Leased Premises shall meet standards consistent with the Americans with Disabilities Act (ADA) within 60 calendar days of the execution of this Lease. The Lessor also warrants that the Leased Premises will be maintained in compliance with these standards.

9. **Delivery of possession.** Lessor warrants that the Leased Premises will be vacant and will put Lessee in possession upon completion of the required renovations. Lessee will be kept informed as to the progress of the renovations.
10. **Damage to Leased Premises.** If at the inception of this Lease or at any time thereafter (including any renewal) all or any part of the Leased Premises shall be so damaged or destroyed through any cause, other than Lessee's willful act as to be rendered unfit for Lessee's occupancy, in Lessee's judgment, Lessee may declare this Lease terminated and rent shall be payable only to the date of the damage. Alternatively, Lessee, in its sole discretion, may continue to occupy any portion useful to it, and the rent shall abate in proportion to the portions not useful to Lessee.
- If at the inception of this Lease or at any time thereafter (including any renewal) all or any part of the Leased Premises shall be so slightly damaged through any cause, other than Lessee's willful act, ordinary wear and tear or repair subject to routine maintenance, as not to be rendered unfit for Lessee's occupancy, in Lessee's judgment, Lessor shall repair the Leased Premises with all reasonable promptness, at Lessor's expense, and the rent shall abate fairly until repairs are completed. However, if Lessor fails to promptly commence or to expeditiously complete repairs necessary to restore the Leased Premises to their former condition, Lessee may declare this Lease terminated and rent, including any fair abatement thereof, shall be payable only to the date of termination. Alternatively, if Lessor fails to promptly commence or to expeditiously complete repairs, Lessee, in its sole discretion, may perform or cause to be performed such repairs, and may deduct the costs from rent, including any fair abatement.
- Lessee's decision as to whether all or any part of the Leased Premises is fit or unfit for occupancy shall be final, but Lessee's decision shall be reasonable in the circumstances.
11. **Alterations and Improvements.** Lessee shall obtain the Lessor's written permission before making any alterations or improvements of a permanent nature.
12. **Ownership of Improvements.** All alterations and improvements made to or placed in the Leased Premises by Lessee, and which can be removed without undue damage to the Leased Premises, are and shall remain the Lessee's property except as the parties mutually agree otherwise in writing. Alterations and improvements of a permanent nature which cannot be removed without undue damage to the Leased Premises shall become Lessor's property except as the parties mutually agree otherwise in writing.
13. **Condition of Leased Premises upon Surrender.** At the termination of this Lease, Lessee shall surrender the Leased Premises in the condition in which they were at the inception of this Lease, excepting:
- deterioration caused through reasonable use and ordinary wear and tear;
 - alterations, improvements or conditions made with Lessor's written approval; and
 - any change, damage or destruction not resulting from Lessee's willful act.
14. **Payment of Assessments, etc.** Lessor shall pay as they become due all assessments, charges, mortgages, liens and taxes payable in respect to the Leased Premises during the term of this Lease. If Lessor defaults in paying any such amounts, Lessee, in its sole discretion, may pay any assessment, charge, mortgage, lien or tax. Upon doing so, Lessee shall be subrogated to the creditor's rights and may deduct the cost of such payment from rent.
15. **Utilities, Janitorial Services and Supplies.** Lessor agrees to provide the following at Lessors expense:
- Gas, Electric, Water, Sewer, Refuse Disposal Services, as applicable to the Leased Premises; and
 - Janitorial Supplies and Services, to be performed "[Insert days and times]"
16. **Right of Entry.** Lessor or his agent has a right to enter upon the Leased Premises to inspect, to make repairs and for other reasonable purposes, with Lessee's permission, which shall not be unreasonably withheld. In an

emergency, such as fire, Lessor or his agent may enter the Leased Premises without securing Lessee's prior permission, but shall give Lessee notice of entry as soon thereafter as practicable.

17. Duty to Maintain Leased Premises.

- a. Lessor has the duty to reveal to Lessee all structural defects of which he knows or reasonably should know, and to repair all structural defects on the Leased Premises;
- b. Lessor has the duty to repair and maintain the Leased Premises, including but not limited to the: roof, windows, grounds, parking lots, sidewalks, doors and lighting in safe condition and in good repair and condition. Lessee has the duty to inspect and notify Lessor of any defective interior and exterior conditions;
- c. Lessor has the duty to repair and maintain the Leased Premises, including but not limited to the: cooling system, heating system, plumbing, lighting, doors, flooring, wall finishes, elevators, fire protection equipment, except as otherwise provided in Paragraphs **10. Damage to Leased Premises** and **13. Condition of Leased Premises upon Surrender**;
- d. Lessor shall, at all times and in a timely manner, provide a safe Premises by eliminating conditions caused by, including and not limited to, snow, ice, debris, mold and standing water; and
- e. Lessor shall provide pest control services monthly during active season and bi-monthly during off-season. Lessor shall maintain pest control if a special situation arises at any time of year, such as an ant infestation.

If, after written notification, the Lessor fails to perform required maintenance in a timely fashion, the Lessee may abate rent and/or perform the maintenance and withhold the cost of the maintenance from the Lessor.

18. Right to Assign or Sublease. Lessee has the right to assign or sublease the Leased Premises or any part of them to other state agencies or to qualified tenants for any remaining term of this Lease. Lessee shall notify Lessor immediately upon execution of any sublease or assignment, or at such other time as may be provided in this Lease. Lessee's obligation to pay the portion of the rent represented by the sublease or assignment shall cease upon the furnishing of such notice to Lessor.

19. Duty to Insure.

- a. During the term of this Lease and any extension thereof, Lessee shall provide coverage for liability of Lessee and its "public employees," as defined in the Tort Claims Act, and for its personal property and tenant's improvements and betterments, as required by New Mexico law.
- b. At all times during the term of this Lease and any extension thereof, Lessor shall maintain in force a policy or policies of insurance providing:
 - i. comprehensive general liability coverage of not less than \$1,000,000 limit per occurrence, including coverage for property damage, bodily injury and wrongful death. Such insurance policy or policies shall name the "State of New Mexico, its branches, agencies, instrumentalities and public employees" as additional insured on the endorsements; and
 - ii. an extended coverage endorsement or "All Risk" policy insuring for fire, lightning, vandalism, malicious mischief, loss of rents and other normal extended coverage for at least 80% of the replacement value of the Leased Premises.

- c. Lessor releases and discharges the Lessee and its "public employees" as defined in the Tort Claims Act from any and all claims, damages and causes of action arising out of any damage to or destruction of the Leased Premises where such damage or destruction was not caused by the willful act of Lessee or any of its "public employees."
- d. Lessor shall provide certificates of coverage or proof of self-insurance evidencing compliance with this section which shall be attached to this Lease and all amendments at the time of execution. Lessor shall notify Lessee within ten days after cancellation or expiration of any required coverage.

20. **Right to Terminate upon Breach of Condition or Agreement.** Either party may terminate this Lease upon the other party's substantial breach of any term or condition contained in this Lease, provided that the breaching party shall be given thirty (30) days from the receipt of written notice of a substantial breach to cure the breach or to begin and proceed, with due diligence, to cure a breach that cannot be cured within thirty (30) days. In the event of a substantial breach, the non-breaching party shall give the breaching party written notice that describes the nature of the breach and notifies the breaching party that, unless the breach is cured within the time limits contained herein, the Lease shall terminate without further notice at the end of the cure period. Upon termination of the Lease, the Lessee shall surrender the Leased Premises to the Lessor and shall be obligated to pay rent only to the date of surrender.

21. **Special Damages.** If through Lessor's willful breach of any term or condition, Lessee must vacate or cannot take possession of the Leased Premises, Lessee may recover, in addition to any other damages, special damages, including the cost of employee time lost, moving costs and all other reasonably ascertainable costs connected with relocating to another premises.

22. **Lease Binding on Heirs, etc.** This Lease is binding upon the heirs, executors, administrators, personal representatives, assignees and successors-in-interest of the parties.

23. **Amendments.** This Lease shall not be altered or amended except by instrument in writing executed by the parties and approved by FMD.

24. **Address for Notices, Payment of Rent, etc.** Notices required under this Lease and rental payments shall be made at the following physical and email addresses by written notice to Lessor, Lessee and FMD:

a. **Lessor:** "[Insert Lessor]"
Attn: "[Insert Contact]"
"[Insert Lessor Mailing Address]"
"[Insert Lessor City, State and Zip]"
Telephone number: "[Insert Lessor Telephone Number]"
Email: "[Insert Lessor Email Address]"

b. **Lessor Payments:** "[Insert Lessor]"
c/o: "[Insert Contact]"
"[Insert Mailing Address]"
"[Insert City, State and Zip]"
Telephone number: "[Insert Telephone Number]"
Email: "[Insert Email Address]"

c. **Lessee:** "[Insert Lessee]"
Attn: "[Insert Contact]"

"[Insert Mailing Address]"
"[Insert City, State and Zip]"
Telephone number: "[Insert Telephone Number]"
Email: "[Insert Email Address]"

d. **Lessee, Lease Monitor:** "[Insert Lessee]"
Attn: "[Insert Contact]"
"[Insert Mailing Address]"
"[Insert City, State and Zip]"
Telephone number: "[Insert Telephone Number including area code]"
Email: "[Insert Email Address]"

e. **Notices Only:** General Services Department, Facilities Management Division
Attn: Leasing Manager, Leasing Section
P.O. Box 6850
Santa Fe, NM 87502
Telephone number: 505-412-2001

25. **Merger of Prior Agreement.** This Lease incorporates all of the conditions, agreements and understandings between the parties concerning the subject matter of this Lease, and all such conditions, agreements and understandings have been merged into this written Lease. No prior condition, agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this written Lease.

26. **Certificates and Documents Incorporated.** All certificates and documentation required by the provisions of this Lease shall be attached to the Lease at the time of execution, and are hereby incorporated in this written Lease to the extent they are consistent with its terms and conditions. The following documents shall be attached hereto and incorporated herein for the existing building:

- a. Performance Bond in the amount of "[Insert Bond Amount]", pursuant to 1.5.21 NMAC 14.C. Performance Bond.
- b. Existing Building:
 - i. Current Floor Plan; and
 - ii. Approved (Lessee and FMD) Drawing(s) of Planned Renovations, as applicable.

27. **Early Termination.** This Lease shall terminate prior to the end of the term set forth in Paragraph 3 of this Lease, without penalty to the Lessee, upon the occurrence of one or more of the following events:

- a. The New Mexico Legislature fails to grant sufficient authority and appropriations to the Lessee to carry out the terms and conditions of this Lease;
- b. The Governor of New Mexico, pursuant to Executive Order, or the New Mexico Legislature, pursuant to statute, eliminates or transfers employees or functions of the Lessee; or
- c. The State of New Mexico builds a new building or purchases an existing building and includes space in such new or existing building for the Lessee.

Upon the occurrence of one or more of the above events, this Lease shall terminate when required by law or upon the Facilities Management Division Director giving the Lessor ninety (90) days written notice, whichever occurs first. The Facilities Management Division Director's decision as to whether one or more of the above events has occurred shall be final and binding upon the parties to this Lease.

28. **Environmental Safety.** The Lessor warrants that the Leased Premises comply with any and all federal and state environmental regulations. During the term of this Lease, the Lessor agrees to maintain the Leased Premises

consistent with these regulations. Should an environmental hazard which threatens the life, health or safety of Lessee's employees and/or the public be discovered, the Lessee may terminate this Lease in accordance with Paragraph **20. Right to Terminate upon Breach of Condition or Agreement.**

29. **Notice.** The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

30. **Changes in Square Footage.** Any changes in square footage shall be based upon the rate per Leasable Square Footage (LSF) of the original Lease for the effective date in paragraph 3, Rent. If the original rates for LSF have been changed by amendment, then any changes in square footage shall be based upon the amended rate per LSF. The original lease's escalation rate will remain in effect, unless also changed by amendment.

31. **Other Provisions.**

****THIS AREA INTENTIONALLY LEFT BLANK****

LESSOR: "[Insert Lessor Name]"

By: _____ Date: _____
"[Insert Lessor Signature Authority and Title]"
"[Insert Lessor Email for DocuSign]"

Where Lessor is a partnership, corporation, or association, list all partners, officers and directors as may be applicable. This information shall be reflected in the space provided below (indicate if not applicable):

LESSEE LEGAL COUNSEL REVIEW:

This form as printed has been approved by the Office of the Attorney General. Alterations and additions to this Lease must be reviewed separately.

This Lease has been reviewed and approved as to form by:

By: _____ Date: _____
"[Insert Lessor Signature Authority and Title]"
"[Insert Lessor Email for DocuSign]"

LESSEE: "[Insert Full Name of Agency (include Division if included in paragraph 1)]"

By: _____ Date: _____
"[Insert Full Name of Signature Authority of Agency and include Title]"
"[Insert Lessor Email for DocuSign]"

State of New Mexico, General Services Department, Facilities Management Division

Recommended by:

By: _____ Date: _____
Peter J. Barrington, Deputy Division Director
Facilities Management Division
Peter.Barrington@gsd.nm.gov

Reviewed for Legal Sufficiency:

By: _____ Date: _____
Alexis Johnson, Acting General Counsel
General Services Department
Alexis.Johnson@gsd.nm.gov

APPROVED by:

By: _____ Date: _____

Anna Silva, General Services Department, Deputy Cabinet Secretary and
Facilities Management Division Director
Anna.Silva2@gsd.nm.gov

Note: The FMD Director's signature shall not signify that FMD is a party to this agreement, but only that FMD has authorized, approved, and validated the agreement in compliance with all applicable statutes and rules.

DRAFT

Telecommunications

STANDARD FOR BUILDING AND CAMPUS DISTRIBUTION SYSTEMS

State of New Mexico
Department of Information Technology
Infrastructure Voice Radio Division

Revision 03 August 2017

Color Coding with Colors as Follows:

Wiring Contractor

Building Contractor/Architect

Electrical Contractor/Electrical Engineer

NOTE: Color-coding is for ease of use;
However it does not represent limits of responsibility

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1.0 INTRODUCTION

1.1 BACKGROUND

This document establishes criteria intended to standardize voice, data, and low voltage infrastructure systems inside and outside buildings used by state agencies. By setting specific guidelines and standards, state agencies can expect optimum performance from the telecommunications systems they purchase. The intent of this standard is to define requirements and procedures based on the current industry standards. The State of New Mexico will be updating this standard as technologies emerge (fiber, wireless, and copper). This document is intended for use as a technical reference for RFP's and planning building and campus wiring. It is required for use by all State of New Mexico Executive Entities who are required to follow the State Statute 15.5.6 (see definition section 8). This document can be used by non-executive entities.

1.2 PLANNING

1. All planning for buildings (new, retrofit, remodel, or lease) must include outside and inside facilities for telephone, data, video, and all low voltage systems (security/alarm services, sound, etc.). It is recommended that State of New Mexico Infrastructure Voice and Radio (IVR) at (505-841-4265 or 505-841-4269) is consulted early in the process so that all requirements are met including those required by the Americans with Disabilities Act.
2. Specifically, planning must consider:
 - The quality and competence level of the distribution system and associated external equipment necessary to meet immediate and long-term requirements. Some basic planning in the early stages of a project will avoid expensive material and labor costs.
 - The Infrastructure Voice Radio Division has established a policy of installing distribution systems and the associated connecting hardware meeting the following criteria:
 - Fiber to the desktop (multi-mode/single-mode).
 - For 10 gigabit applications Category 6a or fiber is recommended.
 - Presently, Category 7 is not an EIA/TIA standard but is an ISO standard and must have an exception for approval.
 - Minimum of Category 6 for new installations.
 - Category 5e is NOT to be used for new or existing voice and data installations except by approval only.
 - Video, alarm, security, and other low voltage systems should be installed with minimum requirements to assure correct operation of such devices.
 - Other media may be used as required by special request and approved by the Infrastructure Voice Radio Division within the Department of Information Technology (DOIT).
 - Main Communications Equipment Rooms and Telecommunication Rooms for equipment, protection, termination (punch-down) blocks, patch panels, grounding,

servers, satellite equipment racks, environmental conditioning, lighting, room access, etc., as needed.

- Pathways for inter and intra-building cabling. (E.g. conduits, raceways, structural design.)
- Entrance facilities shall be in accordance with the NEC and local codes for the any application requiring aerial, direct burial or conduit feeds to the building. This includes codes covering grounding, bonding, protection, and demarcation point. These must be documented on the architectural drawings.
- Special power requirements for the desktop and or the Main Communications Equipment Room may be considered.
- Environmental concerns must be considered (heating, cooling, and lighting).
- Other considerations as floor loading, door opening and working space - required by the NEC code if by an electrical panel.

1.3 SCOPE

Unless otherwise specified in the Request For Proposal (RFP), Request For Quote (RFQ), Contract Vendor Request (CVR), or Work Order, the responding contractor/contractors must provide all materials (cable, jacks, terminal strips, backboards, raceway, buss bars, grounding material, entrance conduits, pull boxes, etc.) and labor required to install and test a complete telephone, data, video or alarm system. The contractor must deliver a complete turnkey system ready to perform its function as specified by the Infrastructure Voice Radio Division. The Telco up to a point of demarcation shall perform any work needed for the local Telco. After the demarcation point the contractor will be responsible for the installation and labor of the required service.

1.4 ENFORCEMENT

DOIT is responsible for enforcement under statute for all telephone services and equipment. This applies to any and all related telephone infrastructure and or shared infrastructure that will carry telephone traffic. The Agency or state entity is responsible for enforcement of this wiring standard for all non-telephone data infrastructure and for approved exceptions.

1.5 COORDINATION

Before the start of any State wiring project the contractor must coordinate all work with the Infrastructure Voice Radio Division DOIT Engineer, the agency project manager, and the General Contractor. All three entities must agree on the plan of procedure and any changes in the process shall be made in writing to the Infrastructure Voice Radio Division. The wiring of the building is to be started before the ceiling tile is installed, and after the following are completed:

- The pathway installation to the workstation area.
- The ceiling grid is installed.
- The Main Communications Equipment Room and/or Telecommunications Room are completed.

The wiring contractor must coordinate all activities with the General Contractor and Infrastructure Voice Radio Division or agency project leader. The wiring is to be completed prior to the completion date of the building. The General Contractor, in turn, must coordinate with the

local telephone company for details relating to the building's entrance cabling and conduits. Agencies will initiate all telephone, voice, and shared (i.e. voice and data) project coordination through the DOIT automated work order system. The Infrastructure Voice Radio Division and Agency may, by mutual agreement, modify, waive, or adjust any specifications in this document, so long as such modifications, waiver, or adjustment does not conflict with local and national codes and industry standards.

1.6 REQUESTS FOR VARIANCES

Deviations from the standards presented in this document must be submitted via the automated work order system titled as a "Request for Variance".

1.7 EXISTING INSTALLATIONS

1. This standard does not mandate the retrofitting of existing installations.
2. Existing installations will be deemed compliant (i.e., grandfathered) with respect to technical compliance with this standard.
3. This section cannot excuse non-compliance with pertinent federal, state, and local codes and regulations.
4. Any adds, deletes, changes, or improvement to an existing system may require an upgrade to the existing system and supporting infrastructure to current standards (e.g. upgraded voice and data systems).
5. Agencies should carefully consider any adds, changes, or deletions to existing installations and should coordinate their ideas with the DOIT Infrastructure Voice Radio Division Engineers prior to beginning any work.

2.0 BUILDING SPECIFICATIONS

2.1 MAIN COMMUNICATIONS EQUIPMENT ROOM (MCER)

Any room serving as the main location for data, telephone, and low voltage systems that house main wiring cross connects shall be deemed the Main Communications Equipment Room. Generally the Main Communications Equipment Room will be the entrance point for facilities that enters the building. The local Telco, Alarm Company, video services, data POP, and other communication services may appear within the Main Communications Equipment Room. Entrance facilities may be extended to the Main Communications Equipment Room if required to keep the wiring plant within specification. The Main Communications Equipment Room may also serve as a Telecommunication Room (See Illustrations A & B). The Main Communications Equipment Room generally serves an entire building, other Telecommunications Rooms, external buildings or campus. The MCER specifications for satellite or outlying locations may be adjusted to incorporate Telecommunications Room specifications (per section 2.3 of this document) by mutual agreement between the DOIT Communications engineer and the agency.

2.2 LOCATION AND DESIGN

1. There must be one Main Communications Equipment Room (MCER) in each building located in proximity to but not co-located or adjacent with an electrical room for power and grounding requirements.
2. Sized at a minimum of 150 square feet (10' x 15') Note: Contact project engineer (DoIT) for any exceptions.
3. Ceilings should be of a solid design, (no false ceilings except where HVAC concerns are necessary) at least 8 feet, 6 inches high, painted with low gloss paint non-reflective.
4. ¹The walls must go to the roof deck for security. Sleeves **must** be installed for cable access to the Main Communications Equipment Room with appropriate fire stopping.
5. Lighting must be equivalent to 50 foot-candles as measured 3 feet from the finished floor.
6. If the Main Communications Equipment Room is to be used as a Telecommunications Room, locate as near as possible to the center of the building and adjacent or co-locate to the computer room.
7. Fire suppression should be a part of the design and is dependent of cost, equipment, and local codes. The following are recommended:
 - An approved water free fire suppression system is recommended as the first choice.
 - If water is used a dry pipe system using misters is recommended to reduce equipment damage in the Main Communications Equipment Room.
 - A wire cage or recessed heads should be installed to prevent accidental breakage of sprinkler heads or misters if a dry pipe system is not used. A drainage trough should also be installed under sprinkler pipes to prevent them from leaking onto telecommunications equipment.
 - Portable fire extinguishers (carbon dioxide or non-aqueous) **must** be mounted as close to the entrance away from the door.
 - The contractor must always adhere to local fire codes.

8. Do not locate the Main Communications Equipment Room in any place that may be subjected to:
 - Water infiltration
 - Steam infiltration
 - Humidity from nearby water or steam
 - Heat (i.e., direct sunlight)
 - Any other corrosive atmosphere
 - Overhead water supply systems/plumbing
 - Electro magnetic interference (EMI)
9. Locations which are unsatisfactory for Main Communications Equipment Rooms include space in or adjacent to:
 - Boiler rooms
 - Washrooms
 - Janitor's closets
 - Any place that contains steam pipes, drains, or clean-outs
 - High voltage transformers/ high voltage lines
10. *The Main Communications Equipment Room also must be equipped with adequate environmental control (HVAC). Environmental control needs to allow for a temperature range of 64 to 75 degrees Fahrenheit, 30 to 55% relative humidity with a minimum of one air exchange per hour. A thermostat **MUST** be provided in the Main Communications Equipment Room regulating this room only. **NOTE: Environmental controls MUST be operational at all times (24x7). Deviations to this specification must be coordinated through the Infrastructure Voice Radio Division.**
11. The walls in the Main Communications Equipment Room must extend to the roof or next floor. It must be sealed all the way around with conduits feeding into the room for security.
12. A lock must be provided to allow only limited access. A cipher lock is recommended with logging capability.

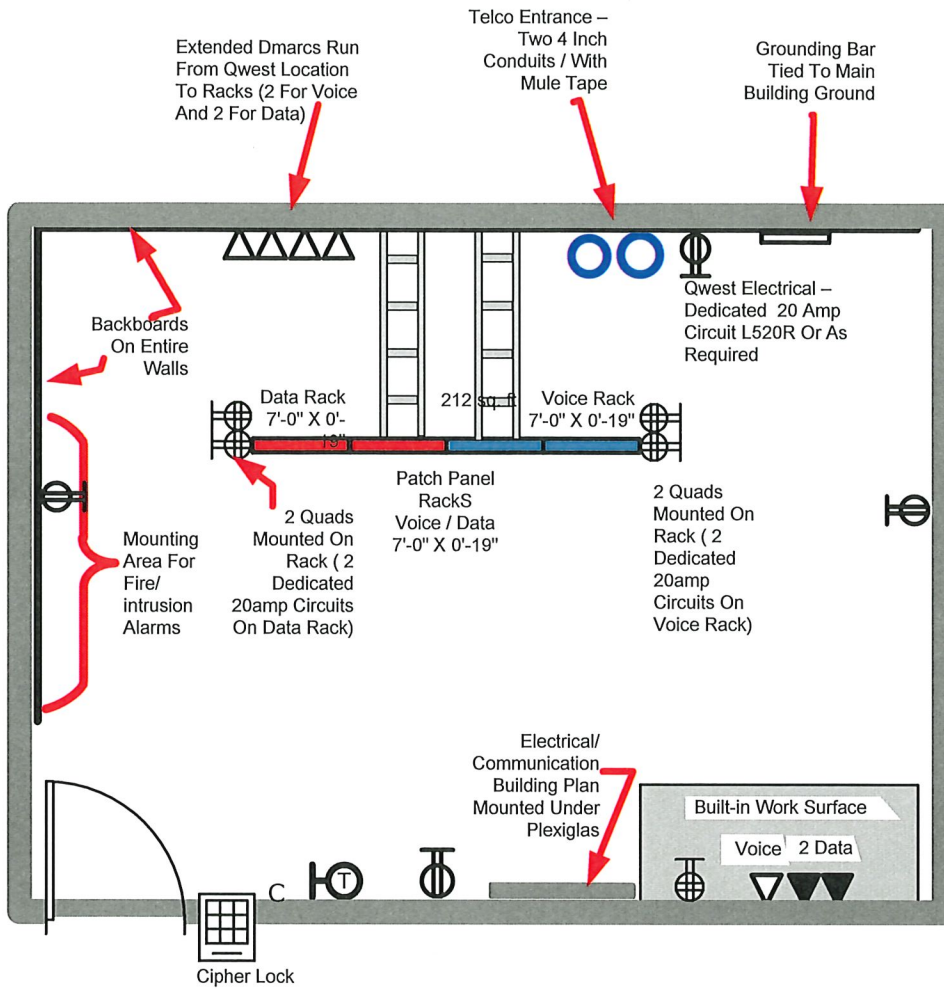
NOTES:

1 This is mandatory to meet HIPAA and IRS requirements.

MCER Room Contents

The Main Communications Equipment Room must be equipped with the following:

1. A minimum of three dedicated non-switched 3-wire 120V AC quad electrical outlets and one dedicated L520R outlet all of which are on separate 20 ampere circuits and are supplied according to the following:
 - Dedicated electrical outlets or plates must be orange and labeled with the panel and circuit breaker numbers.
 - This is an important item and location of these outlets must be coordinated with the Infrastructure Voice Radio Division.
 - Separate ground minimum of #6 solid copper green wires with a grounding buss bar (with a minimum of 12 lug taps) run back to the main building ground. NOTE: If length is excessive (over 20 feet) the current NEC code must be followed. A “DO NOT REMOVE” label must be put on the ground wire at the power panel end to avoid damage to equipment and safety. Isolated grounds are NOT permitted.
 - Air conditioning units should be a non-condensing refrigerated air type. Swamp coolers are not acceptable.
 - Reference Equipment Rack in Illustration A for location of power.
 - **Must** be equipped with a ground buss bar that is tied back to the building ground using a minimum of #6 copper green wire. The grounding conductor **must** be attached to an approved electrode per NEC 2003 or **must** meet current standards, as referenced in TIA 607.
 - All dedicated A/C outlets must only be used to power communications equipment.
 - Any additional dedicated circuits maybe required dependant on equipment requirements.
2. Additionally, one utility/common use 120-volt AC outlet should be provided on each wall of the room. This outlet should be labeled as a utility outlet.
3. Two adjacent walls must be covered completely with ¾ inch A-C plywood (finished on one side) 8 feet high. This must be painted with two coats of a fire resistant, low gloss, light colored paint. (Note: fire rated plywood may be substituted)
4. There **must** be at least one 19” communications/equipment rack located in the Main Communications Equipment Room. (See Equipment Rack section 2.5 for details)
5. Main Communications Equipment Rooms must not contain dust-creating devices such as high volume printers or photocopy machines.
6. Main Communications Equipment Rooms must **not** be used as storage areas.
7. Provisions must be made for a telephone in the Main Communications Equipment Room.
8. Floors **must** be concrete, linoleum, or vinyl tile. Carpet should never be used.



Note:

- 1) An Architectural Drawing Of The MCER Must Be Attached To The Construction Drawings On-site During Construction.
- 2) Do not run any water, or sprinkler lines through or on top of telecomm equipment room
- 3) Do not place any electrical transformers, or equipment generating EMI on any adjacent walls to the main equipment room.
- 4) Walls to the ceilings or deck
- 5) Any other requirements

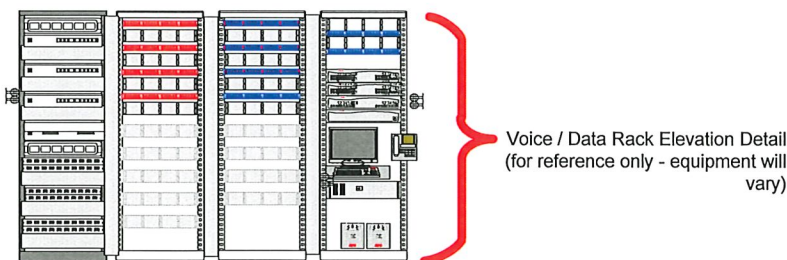
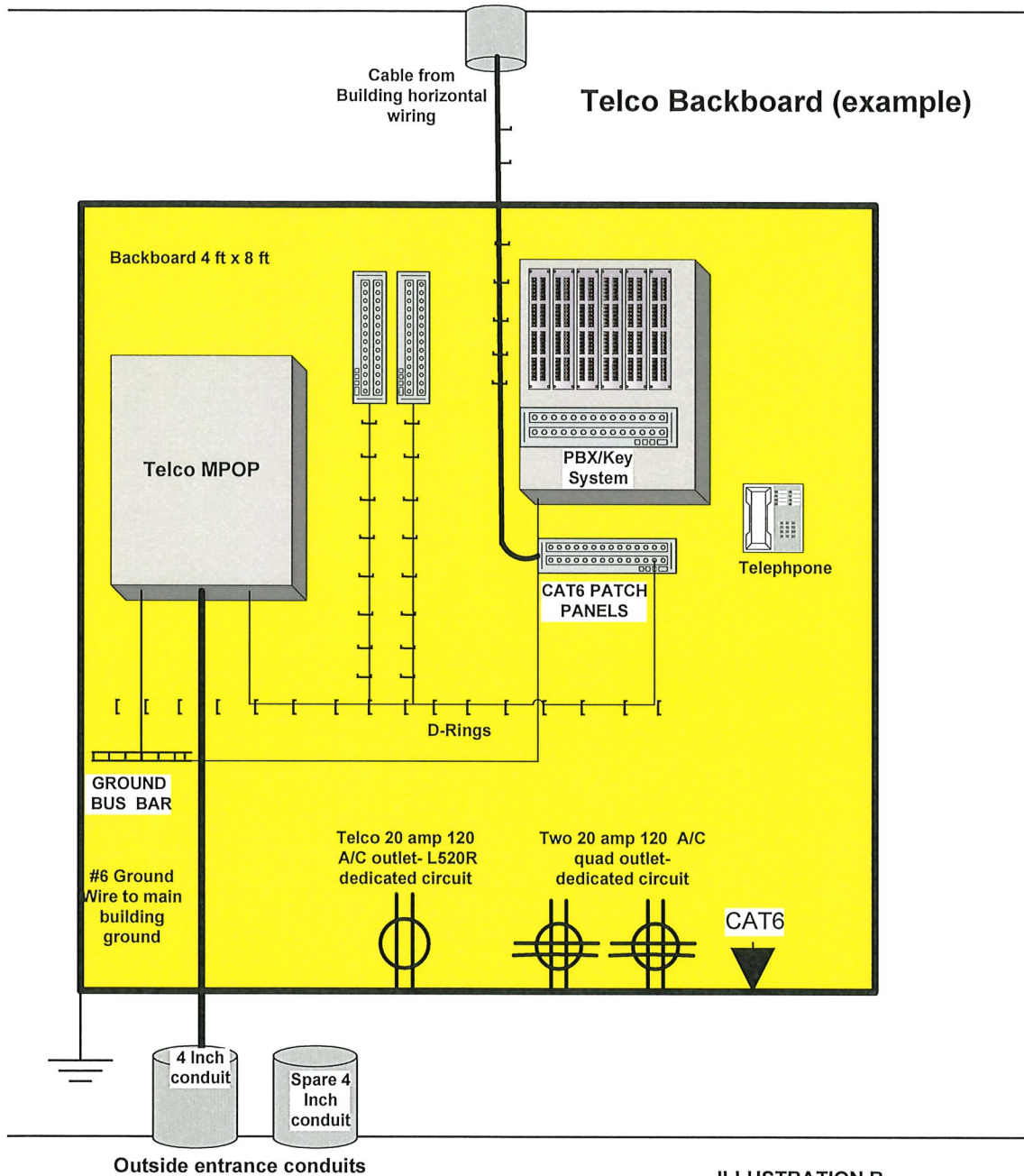


Illustration A – Typical Main Communications Equipment Room



2.3 TELECOMMUNICATION ROOM (TR)

Areas designated for use as a cross connect point between the backbone (riser) cable and the horizontal distribution cabling (wiring to the station outlets) shall be deemed a Telecommunication Room.

Room Design

The Telecommunication Room should be designed as follows:

1. There must be at least one Telecommunication Room or Main Communications Equipment Room (use as a horizontal distribution cross-connect) per floor. Multiple Telecommunication Rooms are required if:
 - The floor area to be served exceeds 10,000 square feet
 - The horizontal distance to any work area from the Telecommunications Room exceeds 295 feet (does not include patch cables).
2. The Telecommunication Rooms should be located as close as possible to the center of the area being served or within 295 feet, which ever is closer.
3. The size of the Telecommunication Room should be determined by the following chart:

SERVING AREA	ROOM DIMENSIONS
5,000 square feet or less	10 feet x 7 feet
5,000 to 8,000 square feet	10 feet x 9 feet
8,000 to 10,000 square, feet	10 feet x 11 feet

4. If the area to be served is less than 5,000 square feet and the Telecommunications Room is not being used as a Main Communications Equipment Room, then a walk in room sized at 4.5 feet x 4.5 feet may be used.
5. **Locate light fixtures a minimum of 8 feet, 6 inches above the finished floor.**
6. Telecommunication Rooms should have fully outward opening, lockable doors which are at least 36-inches wide and 80-inches tall.
7. **Depending on the scope of the job communication/equipment racks may be required in the Telecommunications Rooms.**
8. Telecommunication Rooms must be equipped with adequate environmental control (HVAC). Environmental control needs to allow for a temperature range of 50 to 95 degrees Fahrenheit with a minimum of one air exchange per hour if just used for cross connects. If equipment is located in the Telephone Room then the temperature must range from 64 to 75 degrees Fahrenheit. These controls must be operational at all times (24x7). Swamp coolers are not acceptable.
9. **Lighting must be equivalent to 50 foot-candles as measured 3 feet from the finished floor.**
10. The room must have walls that extend to the roof or next floor. It must be sealed all the way around with conduits feeding into the room for security. Solid ceilings are acceptable.
11. Telecommunication Room floors are to have a minimum loading of 50 LB/per square feet.
12. **Provisions should be made for a telephone in each Telecommunications Room.**

TR Room Contents

The Telecommunication Room must be equipped with the following:

1. Minimums of two dedicated 3-wire 120V AC duplex electrical outlets, which are on separate circuits and are 20 ampere rated. More may be required if equipment needs dictate.
2. Fire suppression equipment may be installed if required by the fire marshal or contractor.
3. Line one or two adjacent walls with $\frac{3}{4}$ inch A-C plywood 8 feet high. This must be painted with a fire resistant, low gloss, light colored paint. (Note: fire rated plywood may be substituted)
4. Additionally, one utility/common use 120-volt AC outlet should be provided on each wall of the room, labeled as such.

2.4 CONDUITS AND PATHWAYS

General Pathway Requirements

1. All pathways must be installed to meet national and local building codes. NEC Article 392.
2. Cable trays/baskets are preferred for all main pathways and should be located adjacent to or over the common building hallways leading to the MCER and TR locations.
3. J-Hooks are permissible but are subject to the following conditions:
 - a. They are to be spaced no further apart than 5' apart.
 - b. Must contain no more than 50 cables. Else cables trays or home run conduits must be used.
 - c. J-hooks that cannot be attached to the building structural steel must be solidly secured using all threads.

Cable Tray Requirements

1. Cable trays should be used throughout the building for main pathways to the MCER and TR locations.
2. The cable trays should be located adjacent to or over the common building hallways leading to the MCER and TR locations.
3. Access to the cable trays is necessary for future cable installations.
4. Conduits used in conjunction with cable trays should terminate within 1 foot of the cable tray run.
5. The inside of cable trays must be free of burrs, sharp edges or projections that can damage cable insulation.

Conduit Requirements

1. All conduit runs are to have no more than two 90-degree bends and no bend must ever exceed 90 degrees.
2. All conduits must be provided with an adequate pull string (rated at 200 lb.).
3. The minimum conduit size is 1-inch ($\frac{3}{4}$ inch and smaller conduit is **not** acceptable)
4. Multiple outlets off one conduit run are acceptable if ample sizing of the conduit is used. No more than 3 outlets per one conduit run for sizing purposes.

5. Box size and depth of outlet box should accommodate bend radius of all components installed in box.
6. Splicing of wire in a conduit run is not allowed. Splicing of communications wiring is not allowed at any time.
7. All exposed ends of conduits should be reamed and bushed.
8. Communications wiring shall never be placed in the same conduit with electrical power wiring.

Entrance Conduits

Entrance conduits must be provided as follows:

1. A minimum of two 4-inch conduits must be home run from the Main Communications Equipment Room (or Telecommunication Room if designated as an entrance facility) to the Telco point of presence. This is to provide Telco (or serving LEC) a pathway for a serving cable, so they must be contacted to determine where to place the conduit. The conduits should extend into the room a minimum of 2 inches. If the conduits are to be used for pulling large cables the conduits should extend 4 inches or more to give pulling strength for the cable puller.
2. All conduits shall be provided with a non-corrosive pull- rope/pull-tape (a measured mule tape is preferred) rated at 200 pounds pulling strength All non-Telco conduits that leave the building are to be stubbed out and blocked-plugged just outside the building. If the contractor has a way of leaving a marker for the conduits provisions should be made at this time upon covering up the conduits.
3. The size and content of the building determines the amount of entrance facility conduits.
4. The two 4 inch conduits must be contiguous and must be coordinated with the Department of Information Technology and the agency.
5. The path of the two 4 inch conduits must be indicated on the architectural plans.

Riser Conduits

Conduits between Main Communications Equipment Room and Telecommunication Rooms must be provided as follows:

1. At least three 4-inch conduits are to be provided between floors (add) – with a minimum of 2 inches penetration into room. (Usually between Telecommunication Rooms).
2. At least one 4-inch conduit is to be provided between Telecommunication Rooms on the same floor- minimum of 2 inches penetration into room.
3. Conduits should be brought up at the location where the backboard is installed in the room.

Horizontal Station Serving Conduits

Conduits used to serve the workstation must be provided as follows:

1. Conduits terminating in either the Telecommunications Room or Main Communications Equipment Room are to protrude 4 inches up from the finished floor or 4 inches down from the finished ceiling, depending upon the design.

2. Conduits feeding outlet boxes must be a minimum of 1-inch diameter. If multiple outlets have to be fed from one conduit, add one grade size for each box, (e.g., two boxes =1 1/4 inch, three = 1 1/2 inch, etc.). More than three outlet boxes on a single conduit are not permitted.
3. All telecommunications outlets installed in a dry wall, plaster, or concrete block wall must be at least 4 inch square by 2 1/8 inch deep (quad). The outlet boxes must be equipped with a single gang or double gang with mud ring, and metal cover plates. (Note: In order to meet A.D.A. specifications, the distance from the bottom of the outlet and the finished floor must be at least 15 inches. If this is a wall height phone location ADA requires 48 inches above finished floor.

Campus Conduits

In a campus environment a minimum of one 4 inch conduit must connect each building to the building with the local Telco demarcation point. The Infrastructure Voice and Radio Division must be consulted in any campus project during the design phase.

Other Configurations

Any other pathway or raceway (access floors, under floor ducting, etc.) not covered in this section requires the approval of a Communications Engineer from the Infrastructure Voice Radio Division. The engineer must be contacted early in the design stage.

2.5 Communication/Equipment Racks

Depending on the scope and size of the job, racks will be either floor or wall mounted type.

Floor Mounted Racks

- Floor mounted racks must be 7 feet high and 19 inches wide for the purpose of mounting communications equipment and patch panels.
- A ladder rack **must** be attached from the rack to the backboard.
- Dedicated power **must** be mounted on the racks away from the low voltage cabling.
- Power with surge protection **must** be provided for each equipment rack.
- Two shelves should be provided on each equipment rack for non-racked equipment.
- A number 6 AWG copper conductor (NEC article 100) **must** be used to connect separate pieces of ladder style cable raceway and racks to form a continuous ground that connects to the telecommunications grounding bus bar.
- There **must** be a minimum of 3 feet of clear working space in front and behind of any floor standing racks. Care **must** be taken when electrical panels are co-located in the same Telecommunication Room. Adequate working space requirements **must** be met by both the electrical and communication requirements.
- Floor mounted racks **must** be fully secured to the floor using bolts.
- Floor mounted racks of different heights can be used depending upon the application.

Wall mounted racks

- Wall mounted racks must be 2 to 4 feet high and 19 inches wide for the purpose of mounting communications equipment and patch panels.
- Wall mounted racks must be mounted to the ¾" plywood.
- There **must** be a minimum of 3 feet of clear working space in front and of any wall-mounted rack.
- Power with surge protection **must** be provided for all equipment.
- Wall mounted racks **must** also be properly grounded to the ground bus bar.

Wire Management

- Wire Management must be used for all communication/equipment racks.
- Horizontal wire management **must** be no less than 3" wide.
- Vertical wire management **must** be no less than 4" wide.
- There **must** be one U space between either side of all patch panels and the wire management and equipment. (This is for practical access)

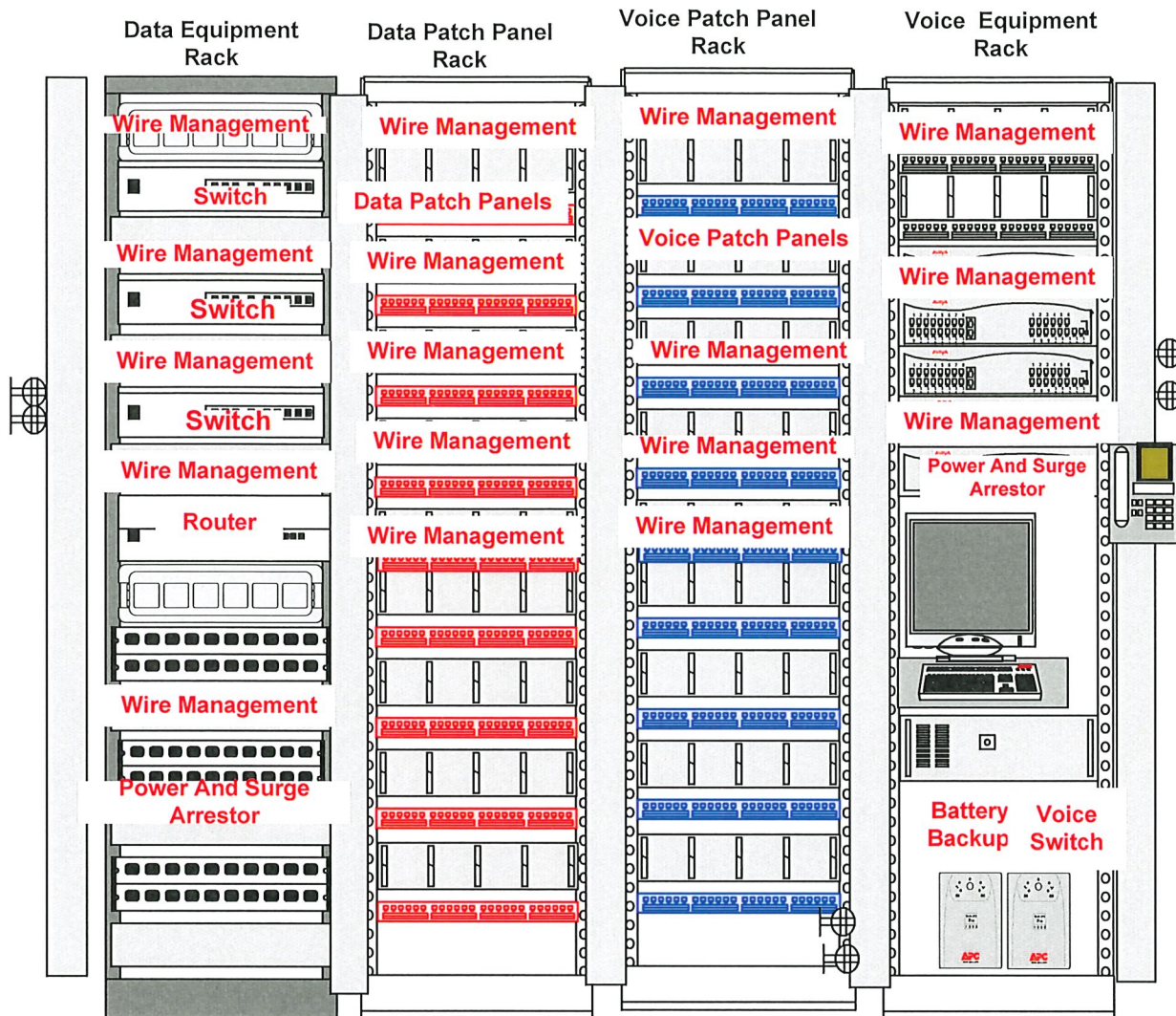


ILLUSTRATION – Typical Communication/Equipment Racks

Illustration of typical Communication/Equipment Racks

3.0 SPECIFICATIONS FOR INTERNAL WIRING

3.1 General Wiring requirements

1. The State's standard for cabling and wiring applications is a Category 6 four pair jacketed cable (commonly called UTP – Unshielded Twisted Pair). STP or shielded twisted pair may be used in environments that require noise immunity but must be approved and tested by a certified communications wiring contractor.
2. The State's standard for horizontal optical fiber to the desktop is 50/125 or 62.5/125-micron multi-mode fiber. It is recommended to use the 50/125-micron multi-mode fiber since it provides longer distances.
3. All inside fiber must be tight buffered.
4. In plenum situations, where conduit is not available, the cable/wire shall be constructed with insulation and jacket material (i.e., Teflon), which satisfies the NEC. Under no circumstances must non-plenum wire be installed in a plenum air return. Some situations allow non-plenum cable because the air plenum is not a return and ducted. If the air space changes to an air plenum action must be taken to ensure public safety according to applicable code.
5. All installed cable shall be Underwriter's Laboratories listed (or recognized) and shall display manufacturer's markings showing the type of installation for which it is approved (reference the NEC, Article 800).
6. All patch cords must be of the same category rating/fiber rating as the wire and jack. If the patch cord is made of copper wire it must be stranded copper wire and not solid. All patch cords and drop cables for data should be factory made and tested - no hand made jumpers should be made except for cross over cables.
7. PDS cabling and wiring shall be placed directly (laid openly or direct buried) or within conduit, depending upon the application and building design considerations.
8. Direct wiring from the Telecommunications Room to the premise equipment is **NOT** allowed
9. The appropriate jacks and cross-connections must be provided with labeling on patch panels and outlet plates.

3.2 Specifications for Internal Use Wire

Horizontal Wiring

1. Building inside horizontal wiring shall consist of two runs, one for voice and one for data, which will connect employee workstation terminals (outlets), with their serving Telecommunication Room or cable termination point.
2. Wiring runs shall be installed in such a way that electrical interference generating devices are avoided (florescent lighting fixtures, electric motors, X-ray machines, etc. To avoid electromagnetic interference, all horizontal cabling shall have clearances of at least:
 - 4 feet from large motors or transformers
 - 1 foot from conduit and cables used for electrical power distribution
 - 1 foot from florescent lighting

3. Wiring runs should be placed behind the backboards in both the Main Communications Equipment Room and Telecommunications Rooms. The cables will be brought through the backboard directly behind the connecting blocks. This will allow cross-connections to be made in an orderly manner by not having to cross over exposed cables running vertically on the backboard.
4. The two runs shall consist of 4 twisted pairs (8 conductors).
 - One minimum Category 6 rated UTP for voice communications.
 - One minimum Category 6 rated UTP or fiber cable for data communications.
5. If a higher grade of wire is installed the minimum test must be at that level.
6. The installation of fiber as a horizontal medium (fiber to the desktop) is a design consideration for future applications.
7. Transition from copper to fiber will require equipment that is compatible at the workstation as well as in the Main Communications Equipment Room.
8. The maximum lengths of horizontal distribution cables are:
 - From the termination in the Telecommunications Room to the outlet - 295 feet (average runs are to be - 150 feet).
 - Combinations of patch cords and cross-connect jumpers in the Telecommunications Room - 20 feet
 - Connections from the outlet to the user station - 10 feet
 - Total maximum length including patch cables and cable slack must not exceed 325 feet.
9. Horizontal wiring must be installed in a star topology (homeruns from each outlet to the Telecommunications Room). No splices may be made. If a transition box is installed only one transition may be installed.
10. Cable slack shall be as follows:
 - Over all in the Telecommunications Room - 10 feet
 - 12 inches at the outlet
 - The same slack will apply to fiber, coax, UTP or any other type of wiring installed
11. Cables should cross perpendicular to florescent lighting and electrical power cables and conduits.
12. The minimum bend radius' for horizontal cables are:
 - No less than six times the cable diameter for
 - UTP
 - STP
 - Coaxial cable
 - No less than ten times the cable diameter for optical fiber
13. All wiring that is not contained in a closed pathway (conduit, cable tray, etc.) must be supported by J-supports above the ceiling:
 - Located on 48 inches to 60 inches centers
 - May hold up to fifty .25 inches diameter cables.
 - Cable loads must be calculated when large horizontal pathways are used.
 - Under no circumstances can horizontal pathways be cable tied, cinched to existing false ceilings or laid upon the ceiling tile.
 - All cables must be bundled and or supported by Approved Reusable Hook and Loop Cable Ties. Nylon tie wraps are NOT acceptable.

- Directional changes must be made immediately after supporting points (i.e.: J-Hooks).
14. All cable runs must follow a logical and orderly path.

Backbone (Riser) Cables

1. Design backbone cables to provide for all anticipated low Voltage DC wiring needs.
This can include:
 - Telephone and data wiring systems
 - Paging and public address systems
 - Environmental and intrusion alarms
 - Fire and security systems
 - Video systems- CATV/MATV
 - Other special purpose requirements
 - Foreseeable growth needs must be included.
2. Riser cables will be placed behind the backboards the backboard directly behind the connecting blocks or patch panels. This will allow cross-connections to be made in an orderly manner by not having to cross over exposed cables running vertically on the backboard.
3. All riser cables must be terminated and labeled at both ends.
4. Fiber will be installed and terminated - tested in both directions for dB loss and noted on NEMA termination box.
5. Risers may consist of either solid category 6 rated wire or optical fiber or both.
Determination/exceptions will be made by the DOIT Infrastructure Voice Radio Division Engineer.

Unshielded Twisted Pair

Voice and data cable - Unshielded Twisted Pair (EIA/TIA Category 6): (See Illustration D).

- Category 6 apply to connecting hardware appropriate for use with UTP cables specified in EIA 568-C.
- These values are consistent with specification EIA/TIA-568-C connecting hardware requirements.

Fiber Optic Cable

The following are specifications defined by EIA/TIA 568C:

1. Fiber Optic cable - 8.3 micron core, single mode:
 - Attenuation per kilometer @ 1310 nanometers = .7 dB maximum.
 - Attenuation per kilometer @ 1550 nanometers = .45 dB maximum.
2. Fiber Optic cable – 50 micron core Multimode:
 - Attenuation per kilometer @ 850 nanometers = 4 dB maximum.
 - Attenuation per kilometer @ 1300 nanometers = 1.2 as maximum.
 - Bandwidth Range = 500 to 700 MHz per kilometer @ 850 nm.
 - Bandwidth Range = 500 to 1100 MHz per kilometer @ 1300 nm.
3. Fiber Optic cable - 62.5 micron core, Multimode:
 - Attenuation per kilometer @ 850 nanometers = 4 dB maximum.

- Attenuation per kilometer @ 1300 nanometers = 2.7 dB maximum.
 - Bandwidth Range = 160 to 300 MHz per kilometer @ 850 nm.
 - Bandwidth Range = 300 to 700 MHz per kilometer @ 1300 nm.
4. Fiber Optic Testing - (See Illustration C)

Special Cable Requirements

Agencies requiring special wire types (coaxial, under carpet, STP, fiber, etc.) other than the recommended State standard should coordinate with the DOIT Infrastructure Voice Radio Division Engineer.

Fiber Optic Testing

The three basic segments, their cable characteristics, and testing recommendations are shown in the chart below.

INTERBUILDING BACKBONE

CHARACTERISTICS	TESTING RECOMMENDATIONS
Segments typically have the fewest cables: however, the cables usually have the highest fiber counts and the longest routes of any of the segments. They are generally not easily accessible (i.e., buried or installed in conduit or duct runs).	Extensive testing is recommended because these cables are the primary backbones for most data, voice, and video telecommunications systems. Recommended testing includes: <ul style="list-style-type: none"> • End-to-end attenuation testing for all connectorized fibers at both 850 nm and 1300 nm wavelengths to: <ul style="list-style-type: none"> • Ensure predicted system performance. • Document the system. • Perform routine maintenance checks as required. • OTDR signature trace documentation for as-built records and benchmark performance records. Comparing follow-up routine maintenance checks to the initial records can quickly reveal potential problems. If a cable breaks, an OTDR signature trace can quickly pinpoint the exact fault location, minimizing system downtime.

INTRABUILDING BACKBONE

CHARACTERISTICS	TESTING RECOMMENDATIONS
Segments consist of medium-fiber-count cables connecting intermediate cross-connects (IC's) to Telecommunications Rooms. Distances range from 100 to 1,000 feet or more. Cables are routed through riser shafts, conduits, or cable trays, and are fairly easy to install, access,	Testing recommended for these segments is not as extensive as for the inter-building backbone. Recommended testing includes: <ul style="list-style-type: none"> • End-to-end attenuation testing for all connectorized fibers at both 850 nm and 1300 nm wavelengths to: <ul style="list-style-type: none"> • Ensure predicted system performance. • Document the system. • Perform routine maintenance checks as required. • OTDR inspection of intra-building runs after installation is recommended to check for faults and overall length. Signature trace documentation is not required, due to cable length and accessibility, but could be beneficial during system troubleshooting.

and reconfigure.

HORIZONTAL CABLING

CHARACTERISTICS	TESTING RECOMMENDATIONS
<p>Consists of high numbers of low-fiber-count cables that run from the telecom. Telecommunication Room to work area telecom. Outlets. Runs are usually less than 300 feet and follow routes through a variety of hardware and distribution systems, including: cable trays, conduit, plenum areas, raised floors, cellular duct, & furniture systems</p>	<p>Minimal testing is recommended because runs are short and accessible. However, the time required for testing is high due to the number of runs. Recommended testing includes:</p> <ul style="list-style-type: none"> • End-to-end attenuation testing at either 850 nm or 1300 nm to ensure predicted system performances. Testing at one wavelength is sufficient for short runs because test results are similar at both wavelengths. • OTDR inspection and traces are not necessary unless the end-to-end readings are high.

Illustration C

Recommended Segment Testing

Test	Premises Segment (see Note 5)			Equipment Needed
	Inter-building Backbone	Intra-building Backbone	Horizontal Cabling	
End-to-end Attenuation (see Note 1)	850 & 1300 nm	850 & 1300 nm	850 or 1300 nm	Power meter, light source
Connector Loss (See Note 3)	850 or 1300 nm	850 or 1300 nm	Not required	OTDR
Splice: Loss (See Note 3)	850 or 1300 nm	850 or 1300 nm	Not applicable	OTDR of fusion splicer reading
OTDR Documentation (See Note 3)	850 or 1300 nm signature trace	850 or 1300 nm inspection	Not required	OTDR
Bandwidth (See Note 3)	(See Note 4)	(See Note 4)	(See Note 4)	Bandwidth Test Set

Illustration C (cont.)

Testing and Documentation - Fiber

- Every fiber shall be tested and documented.
- Every fiber shall be tested with a light source tester; OTDR testing may be required at the UTA representative's discretion. Testing with either a light source meter or an OTDR shall be done in both directions.
- Locations of any mechanical or fusion splice should be noted in the OTDR information.
- Light meter tests will be Dual wavelength (850nm, 1300nm) Multi-mode.
- Light meter tests will be Dual wavelength (1310nm, 1550nm) Single mode.
- All tests should be received in a hard copy with a diskette copy of the file.
- All information should be delivered to the Infrastructure Voice Radio Division Engineer, project manager, and building owner in an accurate and timely manner.
- A general rule of thumb for acceptable losses is 0.5db for a multimode termination, 0.3db for a single mode termination and 0.1db for each splice.

Fiber System Loss Budget Calculation

- Acceptable Fiber Attenuations:

Wave Length 850nm	3.50db/km
Wave Length 1300nm	1.00db/km
Wave Length 1310nm	0.40db/km
Wave Length 1550nm	0.30db/km
- Acceptable Connector Attenuation: 0.75db/connector link
- Acceptable Splice Attenuation: 0.10db/splice
- Formula for calculation:
 (Cable Footage * Fiber Attenuation / 3281 ft) + (# of connector pairs * 0.75db) + (# of splices * 0.10db)
 - Cable Footage is the actual length of the fiber run in feet.
 - Fiber Attenuation / 3281 ft is the Acceptable Fiber Attenuation reference for the wavelength being tested divided by 3281 to convert the measurement from kilometers to feet.
 - # of connector pairs indicates the number of patch panel connection points. This will be 2 unless the strand of fiber contains multiple hops.
 - # of splices indicate the number of splices of any type, if any, in the fiber path
- Example Calculation:
 - The job calls for a fiber optic run of 3000 ft.
 - We wish to test it at the 850nm wavelength.
 - This is a single hop test, so there are only 2 connection points, one at either end of the run.
 - There are no splices in the fiber run.
 - The acceptable db loss for this test would be 4.70db.
 - The calculation would be:

$$= (3000\text{ft} * 3.5\text{db} / 3281\text{ft}) + (2 [\text{connector pair at either end}] * 0.75\text{db}) + (0 [\text{no splices}] * 0.10\text{db})$$

$$= (3.20\text{db}) + (1.50\text{db}) + (0\text{db})$$

$$= 4.70\text{db}$$

- If the fiber optic cable installation in this instance is over 4.70db loss when testing at 850nm wavelength, the cable installation does not meet TIA/EIA minimum standards. Whatever is required to bring the test results up to TIA/EIA minimum standards is at the contractor's expense.

Fiber Testing Notes:

1. If any fibers are to be left not terminated, use an OTDR to test end-to-end attenuation.
2. It is common industry practice to ensure the proper bandwidth fiber is purchased, rather than performing actual field bandwidth testing. If documentation on an existing system is not available, field bandwidth testing can be performed on links longer than 1 km (0.62 mi.).
3. These recommendations are based on terminated multimode fiber. For single-mode systems, substitute 1310 nm and 1550 nm for 850 nm and 1300 nm.
4. The maximum allowable attenuation for a horizontal 62.5/125 micron multimode link is 2.0 db (This value is based on the loss of two connector pairs, one pair at the outlet and one pair at the Telecommunication Room, plus 300 feet of optical fiber cable. Attenuation need only be measured at one wavelength and in only one direction.)

3.3 SPECIFICATIONS FOR INTERNAL USE HARDWARE

Terminations (patch panels and blocks)

Copper Terminations

1. Distribution cross connects terminals for Category 6-voice wiring shall consist of 210 type blocks or Category 6 rated patch panels.
2. The terminal blocks shall be designated with the proper category number and mounted vertically (unless specified otherwise by the DOIT Infrastructure Voice Radio Division DOIT Infrastructure Voice Radio Division Engineer)
 - There must be sufficient space between the terminal blocks for ease of placing cross connections.
 - The terminal blocks shall be of high dielectric, low moisture absorption, flame retardant material.
 - A clear space of 6 inches above and below the top and bottom of the connecting 210 blocks for cable handling.
3. Category 6 data service shall require all connecting hardware be specifically rated and marked Category 6.
 - Terminals will be a patch panel type block mounted either in a rack or attached to the backboard.
 - It is recommended that patch panels have no more than two rows of jacks (Standard is 12, 24, or 48), and have wire management hardware above and below each panel.
 - All wire and connecting hardware shall be rated Category 6 on all pairs.
 - No more than one-half inch twist unraveling will be permitted for connecting to terminal blocks or jacks.

2. Exceptions to normal terminations are as follows
 - Under no circumstances is the contractor to install a proprietary non TIA/EIA standard wiring plant
 - In some instances user agencies may want to incorporate terminals, which combine 210 type modular jacks with RJ45 or RJ48 connectors in order to avoid the requirement for patch panels.
 - In some instances equipment may be located in places other than the Telecommunication or Main Communications Equipment Room. Additional wiring will be necessary in these latter situations.
 - Specific location of the 210 blocks shall be per the agency's floor and backboard plans.
 - If the file server is not to be located in the Telecommunication/Main Communications Equipment Room, the DOIT Infrastructure Voice Radio Division Engineer must plan for additional cabling to the file server location plus suitable termination devices. File server units will be located in the Telecommunication/Main Communications Equipment Room whenever possible. Contractors should determine all equipment locations and connectivity requirements prior to bidding projects.

Jack Configurations and Color Coding

- The State's standard for voice and telephone installations is 8 conductor jacks wired to the ANSI/EIA/TIA 568-C standard, using the T568A pin-out scheme and color-coding. (See Illustration D).
- The State's standard for color-coding and wiring administration is specified by the EIA/TIA-606 standard.
- The State does recommend wall plates that use modular snap-in jacks that can hold up to four modular jacks. This allows for easy installation of additional jacks if necessary.
- Color icons must be used – red for data, and blue for voice at the jack locations.

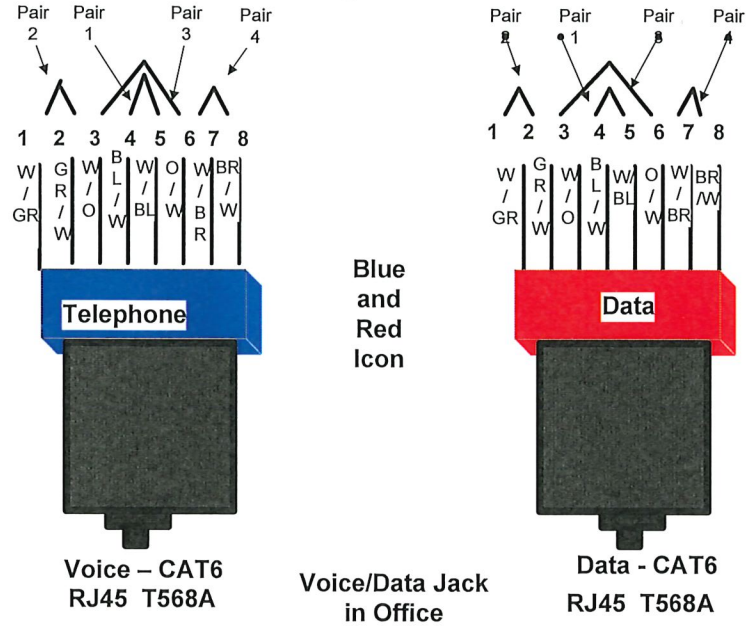
3.4 LABELING

Various components of the PDS must be clearly, legibly, and indelible marked or labeled. We prefer that hand marking not be used. If it is, extra care must be taken to assure legibility.

1. Each telephone jack and data jack and/or faceplate will be marked with the proper category designation and labeled according to EIA/TIA 606A.
2. All outlet jacks will contain a color indicator and coded as follows:
 - Category 6 voice must have a blue icon.
 - Category 6 data must have a red icon.
3. Cables will be marked at each end or breakout point with the cable identity matching the "as built" drawings. Cable markings may consist of tags firmly attached to the physical cable, hand or stenciled markings on the cable sheath, or markings on the termination blocks to which the pairs from the cable attach.
4. Blocks will be marked to show every pair termination and feeder location if pertinent. Markings will normally be placed on the inside of the hinged block covers.
5. Backboards will be divided into sections according to use and marked according to the following:

- Category 6-voice wiring is to be terminated on 210 type blocks or patch panels located in a distinct area of the backboard and clearly marked as “telephone”.
 - Data wiring is to be terminated on patch panels located in a distinct area of the backboard and clearly marked as “data”.
 - Equipment intended for Category 6 data use shall meet specifications per Illustration D.
 - The wiring on both types will be clearly marked to correspond with jack and faceplate numbers.
 - Typically, subsections would include PBX wiring, key system wiring, paging system wiring, building wiring, line status indicator wiring, and so forth.
6. Backboard subsections will be color-coded according to function per the following scheme:
- GREEN = Network connections. Network connections or auxiliary terminations (Ex. cabling from the network interface to the trunk cross connects).
 - PURPLE = Trunk and line connections from system common equipment (Ex. cable connections from a PBX)
 - WHITE = First level backbone and campus cable connections (Ex. the cabling that runs between Main Communications Equipment Rooms and Telecommunication Rooms and the inter-building facilities.)
 - YELLOW = Auxiliary equipment connections (Ex. cabling from a host computer or console device).
 - BLUE = Horizontal wiring to work stations (Ex. the wiring from an IO, typically located in an office, to a cross connect in the Main Communications Equipment Room, a Telecommunication Room, or satellite location).
 - RED = Trunk and line connections from key telephone systems equipment.
 - GRAY = Second level backbone cable connections (Ex. the wiring that runs between cross connects, especially between a backbone and a satellite Room or between satellite locations.)
 - ORANGE = Demarcation point. Central office terminations.
 - BROWN = Inter-building backbone.

Typical Voice/Data wiring configuration



OFFICE OR ROOM

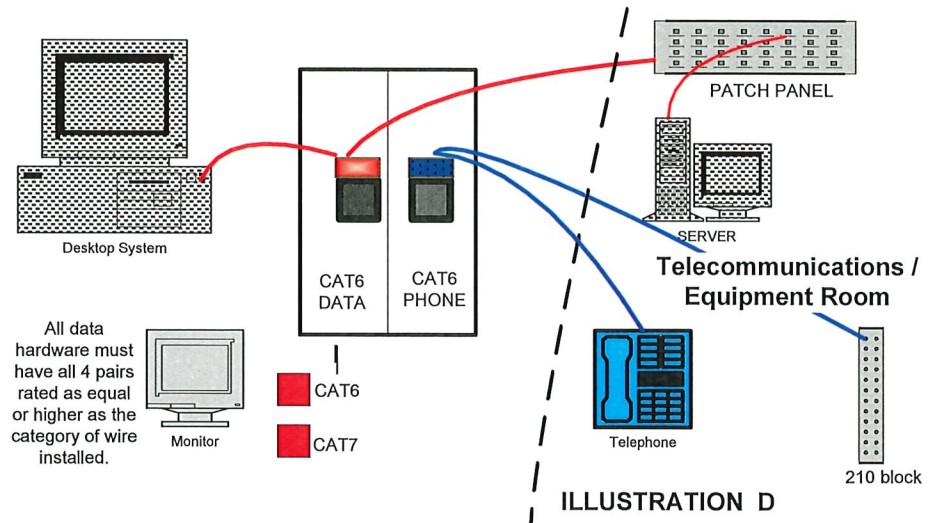


ILLUSTRATION D

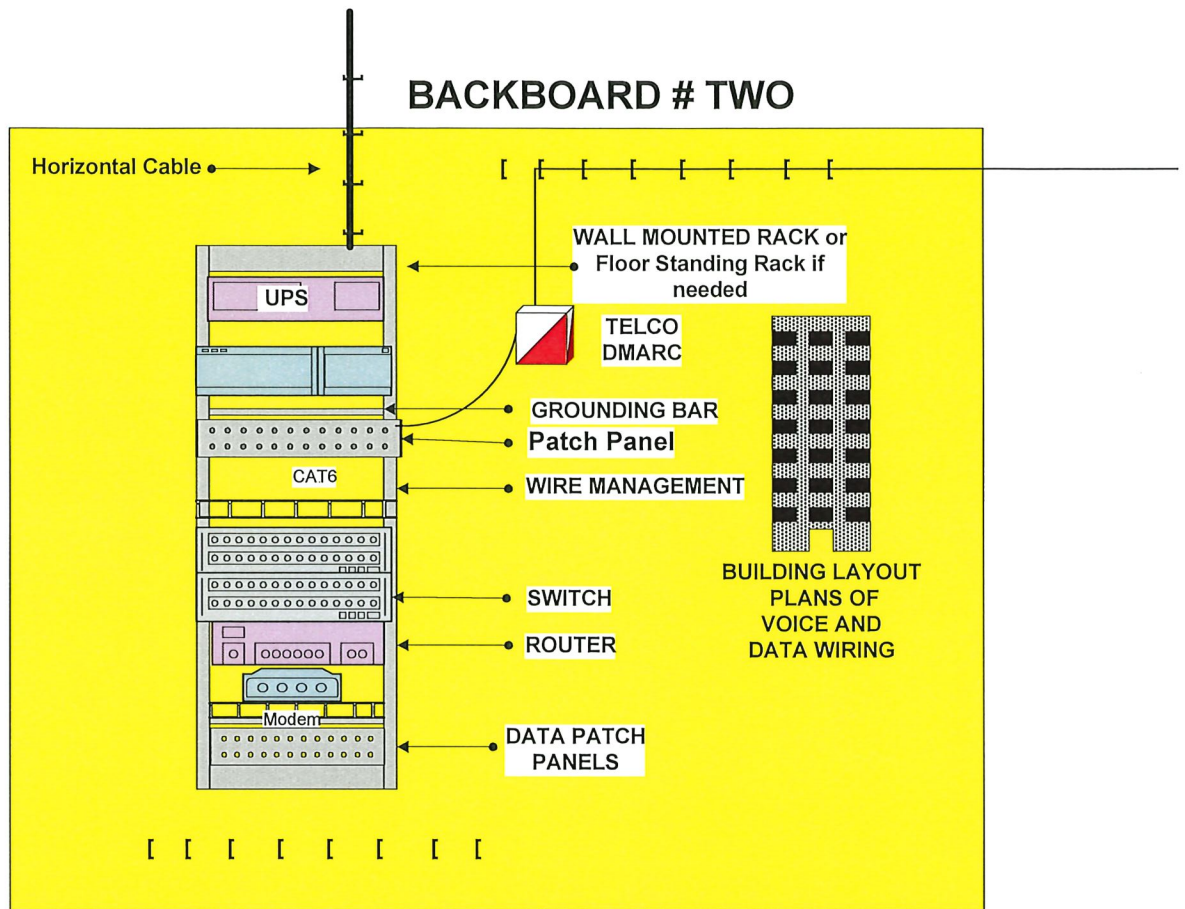
Illustration D

Fiber Terminations

1. All fiber ends must be terminated with LC, SC duplex or other TIA/EIA approved connectors mounted in a proper fiber patch panel in the Main Communications Equipment Room /Telecommunications Room. Proper fan-out kits must be used when directly connected to equipment.
2. All terminations at the work station must be terminated using the appropriate fiber connectors:
 - Must provide easy connectivity
 - May be co-located with copper terminal jacks.
 - Should provide slack storage and preserve minimum bend radius.
 - Ensure a minimum 30mm bend radius.
 - Store 1m of 2-fiber cable or buffered fibers.
3. All patch cords for work stations and equipment connections must be the appropriate fiber connectors.
4. Other connectors may be used at the agency discretion.

Terminals (Jacks and plugs)

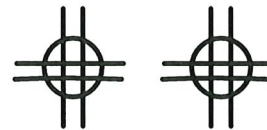
1. Both voice and data wiring (Category 6) must meet the following requirements:
 - Terminate on a flush mount, female modular connector.
 - Equipped with one 8-position (for voice) modular jack wired as T568A type connection, and labeled with a jack number, an ICON, and a category rating.
 - Equipped with one 8-position (for data) modular jack wired as T568A type connection, and labeled with a jack number, an ICON, and a category rating.
 - With insulation displacement contact (IDC) connections and covered with a faceplate.
 - The faceplate should be expandable to hold up to 4 modular jacks, however the DOIT Infrastructure Voice Radio Division Engineer may require up to 6 jacks assuming that the conduit feeding the outlet has been properly sized.
 - All wiring should adhere to the T568A pin out standard for premise wiring as stated by the latest revision of ANSI/EIA/TIA 568-C Wiring Standard (unless a specific exception is made by the DOIT Infrastructure Voice Radio Division Engineer).
 - To meet Category 6 standards, data wiring must be homerun from the RJ45/RJ48 jack to a patch panel containing RJ45/RJ48 jacks with all pairs meeting the Category 6 specifications (T568-A type jack).
 - Data cables will be wired straight through from jack to jack (see Illustration D).
 - For Category 6 data service, patch panels are preferred.
 - Patch panels used in the Telecommunication/Main Communications Equipment Room can be:
 - Wall mounted with a minimum of 3 feet clearance in front of it for access.
 - Mounted with a free standing rack with 3 feet clearance both front and back.
 - Normally voice and data signals are transmitted over separate cables, but if riser cables are to carry both voice and data signals, then the cable must meet the higher quality standard.



20 amp 120 A/C
outlet- L520R
dedicated circuit



20 amp 120 A/C
quad outlet-
dedicated circuit



Two 20 amp 120
A/C quad outlet-
dedicated circuit

ILLUSTRATION E

4.0 SPECIFICATIONS FOR EXTERNAL WIRING

4.1 GENERAL WIRING REQUIREMENTS

- 1) The State prefers buried facilities to aerial facilities whenever possible. Buried cable must be placed in conduit. Cable buried not in conduit (i.e., direct buried) must be coordinated with the DOIT Infrastructure Voice Radio Division Engineer.
- 2) Documentation for all cable facilities must be provided as follows:
 - Cable design and makeup.
 - Site map of cable layout
 - Length, type, gauge of cable, and number of pairs
 - Physical layout of the cable infrastructure should be documented with an electronic copy of Auto Cad.
 - Location of pull points, power poles, and points of inter-connection

Protection

1. Cables which enter/exit any building shall be provided with over-current and over-voltage protection.
2. Such protection devices shall be located “as close as practicable to the point at which the cable enters the building” (NEC, Section 800-50).
3. Cables between buildings shall be protected at both ends.
4. No protection is required on cables installed completely within the confines of a building. See the NEC, Article 800. Such installations are intended to protect both personnel and equipment from hazardous voltages/currents.
5. Protectors must meet the following specifications:

• Impulse Breakdown (@ 100V/usec)	1000V Maximum
• DC Breakdown Voltages	200V Minimum
• Surge Life (10 x 1000 usec, 10A Crest)	500 Surges
• Current (1 amp RMS, 1 sec, 60 HZ)	10 Surges
• High Current Capability (60 HZ, 480V AC)	30 Amp, 15 Minutes
• Insulation Resistance (@ 50V DC)	100 Meg Ohm Minimum
• Capacitance	30.0 Pico Farad

(Reliable Electric Co. models 3AB and 3AR, or equivalents, meet these specifications)
6. Carbon protection is outdated and not allowed for new construction.

Grounding and Bonding (EIA/TIA 607)

1. Shield bonding and grounding shall be in compliance with accepted industry standards.
2. The contractor must provide access to the building-grounding electrode/system as described in the NEC handbook. Grounding will be a minimum of #6 AWG copper cable, with a copper ground bar for multiple ground bonds.
3. All telecommunications rooms must adhere to the grounding guidelines set forth in TIA/EIA-607 (Commercial Building, Grounding, and Bonding Requirements for Telecommunications).
4. All Telecommunications Racks must be grounded and bonded to the main building ground (TIA/EIA-607).
5. The Telecommunications Ground Busbar shall:

- Be a predrilled copper busbar provided with standard NEMA bolt hole sizing and spacing for the type of connectors to be used.
- A minimum of 12 bolt holes is required.
- Have minimum dimensions of six mm thick X 50 mm (approximately ¼ inch x 2 inches) wide and variable in length to meet the application requirement with consideration of future growth.

4.2 BURIED FACILITIES

Cable within Conduits (Standards based on EIA/TIA-569)

1. Conduits shall be installed a minimum depth of 24 inches and backfilled with Select Fill material. They must be sized to the following:
 - Schedule 40 or better is standard for all outside conduit runs
 - Schedule 80 is a minimum requirement under most roadways.
 - Under State or Federal Roads a Galvanized Iron Pipe (GIP) is required.
2. Fill compaction must meet local codes.
3. Conduits that penetrate through exterior walls must slope downward toward the outside of the building.
4. Conduits terminating inside of a building shall be installed so that the conduit extends 4 inches beyond the surface from which it emanates. Conduits shall be plugged with inserts to insure that foreign matter does not enter the building.
5. Encase conduits in concrete (2,500 PSI) where:
 - Minimum depth cannot be met
 - Conduits pass under roads, driveways, or railways
 - Bend points are subject to movement
6. The ends of metallic conduit shall be reamed, bushed, and grounded according to the National Electric Code.
7. All conduits shall be provided with a non-corrosive pull- rope/pull-tape (a measured mule tape is preferred) rated at 200 pounds pulling strength.
8. Communications cable placed in conduit outside buildings shall be direct buried quality; interior grade cable shall not be used.
9. No single conduit run can exceed 600 feet without a pull box.
10. The total number of bends in a conduit section run shall not exceed two 90-degree bends or equivalent of sweeps and radius bends. Each bend shall have a minimum radius
 - Six times the internal diameter of conduits 2 inches or smaller
 - Ten times the internal diameter of conduits larger than 2 inches
 - At points of where the conduit is to be swept this point should be built up to prevent separation of the conduit upon pulling the rope/cable. Build-ups can be concrete or other rigid device to secure the sweeps.

Direct Buried Cable (Requires Coordination with DOIT Infrastructure Voice Radio Division Engineer)

1. Cables which enter/exit any building shall be provided with liquid proof splice cases or closures at every point where the manufacture's liquid proof protective sheath has been penetrated.
2. Cable shall be installed a minimum depth of 24 inches and backfilled with Select Fill material.
3. In joint trenching, the minimum space requirements between telecommunications cabling and other facilities are:
 - From power:
 - 3 inches of concrete
 - 4 inches of masonry
 - 12 inches of well tamped earth
 - From pipes (gas, oil, water, etc.):
 - 6 inches when crossing
 - 12 inches when parallel
 - From railroad crossings:
 - 5 feet below top of rail
 - 12 feet from nearest rail, if terminating on a pole
 - 7 feet from nearest rail, if terminating on a pole at a siding
4. Place an orange warning tape 18 inches above the cable.

Note: Local compaction regulations must be met on all buried facilities along with OSHA regulations for shoring of the trench when being dug.

Hand-holes and Manholes

1. Underground cabling shall consist of continuous cable runs wherever possible.
2. Where splices and/or cross-connects are necessary, access shall be provided. Such access shall permit space for an average sized individual to accomplish the tasks, which might be reasonably required (make cross-connects, repair splices, etc.) without physical contortions being necessary.
3. Manholes shall be placed where specified and constructed as follows:
 - Typically no cable run should exceed 600 feet without an access/pull point.
 - A minimum concrete strength of 3,500 PSI
 - Shall have interior hardware made of galvanized steel that includes:
 - Pulling eyes (with a minimum of 7/8 inch diameter)
 - Struts for wall racks
 - Shall have a sump hole of at least 8 inches in diameter and bonding inserts
 - Re-enterable splice cases may be required as designed by the DOIT Infrastructure Voice Radio Division Engineer.
4. Pull points must be designed to use a quasi type hand-hole no smaller than 30 inches by 48 inches by 20 inches deep. Hand-hole construction rating must be determined by the application.

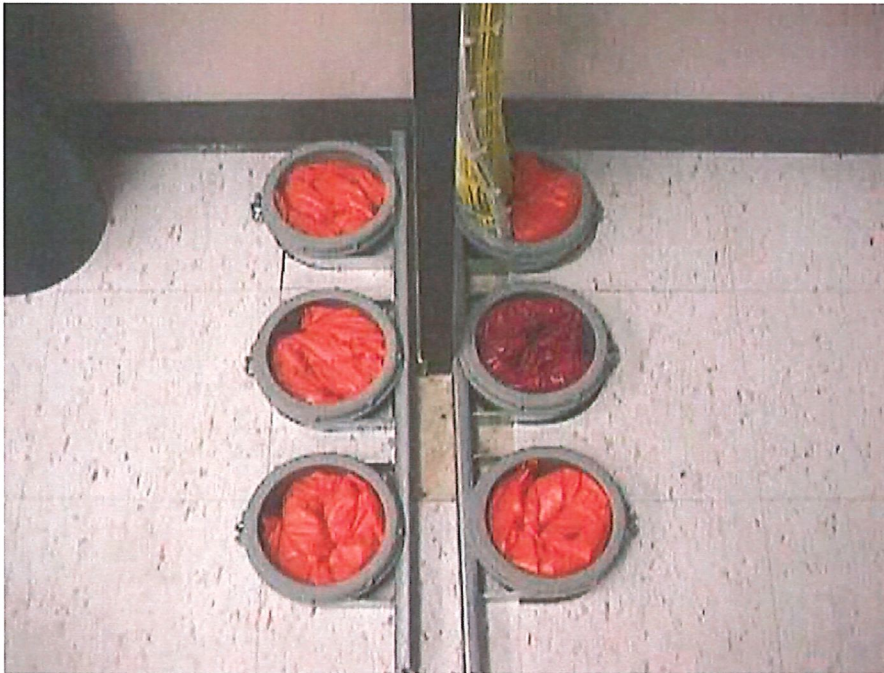
4.3 AERIAL FACILITIES

1. The pole-to-building span shall be no greater than 100 feet with minimum clearances of:
 - 40 inches below power at the pole
 - 12 inches below power at midspan
 - 4 inches horizontally at building attachment
 - 18 feet vertically above street or driveway
 - 9.5 feet vertically above pedestrian traffic
 - 8 feet above rooftops
 - 27 feet vertically above railroad tracks
 - 6 feet horizontally from roof conductors (antennas, mastheads, etc.)
 - Non joint used poles must never exceed sag (seasonal temperature changes affect sag) of more than 10 feet at midspan.
2. The cable entry shall extend through the exterior wall using a:
 - Cable mast
 - Sleeve through wall opening sloping downward toward outside of building

Note: All of the above specifications are subject to State and local codes.

5.0 FIRE-STOPPING

1. All penetrations into firewalls or core holes between floors must be properly fire-stopped in accordance with the guidelines in BICSI TDM 95 Chapter 20, Fig. 11 and must also conform to any related NEC requirements for Fire-stopping.
2. Penetrations into the surface of any Firewall or presumed Firewall should be only slightly larger than the cable or cables that will need to pass through it. This will make Fire-stopping easier and allow the wall to maintain a better over all structural integrity.
3. Proper Fire-stopping should be performed on any hole and/or penetration of a firewall or solid wall. This may include the Contractor installing Mineral Wool in the space between the sheet rock walls and then installing a sheet rock patch on both sides before installing the Fire-Stopping Material.
4. Fire-stop any transitions between floor using or not using conduit and sleeve. When using Fire-stopping Putty in a conduit or sleeves between floors a section of Fire-resistant Mineral Wool must be inserted to create the proper base for the putty. Making a form out of cardboard is *not acceptable*. Fire-stopping pillows are also acceptable to seal an opening that may need to be reentered at a later time.
5. All locations must prominently display the documentation of the appropriate fire-stopping system used.
6. All fire-stopping applications must comply with local codes.



Properly Fire-stopped using SpecSeal™ Intumescent Pillows

6.0 GENERAL SPECIFICATIONS

Workmanship

A professional, industry standard level of workmanship shall apply. In particular, care must be taken to insure no damage occurs to cable, wire, equipment, and other devices being installed or removed, or to co-locate or nearby cable, wire, equipment, and other devices. Care must also be taken to insure no damage occurs to structures or furnishings. If holes must be drilled, trenches dug, and the like, it is the contractor's responsibility to obtain necessary permissions/permits and to return the area to its original appearance/configuration as much as is practical.

Site Inspections

Site visits are recommended prior to responding to CVR's or Request for Quotes'. If any unknown costs occur during the actual installation, the vender will be held financially responsible. The state will **NOT** pay for cost over runs. If a change is needed, a change order request will come from the Infrastructure Voice Radio Division to the contractor or from the contractor to the Infrastructure Voice Radio Division. No other adds, moves, or changes shall occur other than stated by the contract.

Cleanup

The contractor is responsible for maintaining a safe and neat work area. Wire and cable scraps, food and drink containers, smoking materials, and other trash shall not be permitted to accumulate.

Security

The physical security of all contractors' property and State property in the contractor's custody shall be the contractor's responsibility.

Power Poles

Where electrical power and communications wiring are to share power poles; one channel shall be dedicated to the voice and data wiring. In no case will power and communications be run in the same power pole channel. Power poles should be sized to meet current and future needs.

Office Power Requirements

A single 20 amp circuit shall serve no more than three PCs and peripherals. Special Cable

A vendor must specify and quote plenum rated cable when appropriate.

Removals

For any job tasking, which requires the removal of existing cabling and wiring the following will apply:

- Workmanship will meet the same standard as for installations.
- Old cable and wire will be removed from conduit, power poles, ceilings, walls, etc.
- Disposition of old cable and wire will be in accordance with instructions from the DOIT Infrastructure Voice Radio Division Engineer.

7.0 PROJECT COMPLETION - HANDOVER:

The wiring contractor shall demonstrate and document the quality, completeness and operational functionality of the building wiring system prior to its acceptance by the DOIT Infrastructure Voice Radio Division Engineer and the agency project manager. This demonstration and documentation shall include the following:

Verification of the system

This verification shall consist of actual testing by the contractor that all telephone and data jacks function properly, are wired correctly, have continuity, and are mechanically and electrically sound. All voice and data wire runs and all fiber runs MUST be tested with an approved cable tester (e.g. Scope, Fluke, Microtest, etc.). The testing parameters for category 6 MUST be in compliance with ANSI/TIA/EIA 568-C.2 and ANSI/TIA/EIA 568-C.2-1-2002 standard, respectively. The results will be supplied to the DOIT Infrastructure Voice Radio Division Engineer and Agency Project Manager in an electronic format. The DOIT Infrastructure Voice Radio Division Engineer may make exceptions for special wiring and small wiring projects. The system must function according to the concept of Operational Functionality. That is, the PDS must support telecommunications devices designed to be operated over the type cable/wire. The system must be covered by a manufacturers warranty for system components and a vendors warranty for installation.

Regulations and Codes

1. All cable and wire installed by the contractor shall comply with all National, State, and local regulations and codes governing such installations.
2. The contractor shall insure that the entire installation, including all equipment, devices, and material, are in compliance with the FCC Registration Program for connection to the public switched network (Part 68, Chapter 1, Title 47, of the Code of Federal Regulations), as applicable, as well as with all local regulations and codes as pertain to communications systems.
3. The contractor shall have at least one RCDD (Registered Communications Distribution Designer) on staff or retainer for the project. The contractor will also have an ES7/8 journeyman on staff or retainer. A general electrician license covers these specialties.

FAILURE TO ADHERE TO NATIONAL ELECTRICAL CODE AND OTHER REGULATIONS AND CODES WILL RESULT IN REPLACEMENT OF THE INADEQUATE ELEMENTS AT THE VENDOR'S EXPENSE, AND WITHIN THE EXISTING SCHEDULE.

Drawings

The contractor MUST provide one hard copy of the “as built” drawings to the using agency displayed in the MCER. An electronic copy must be supplied to the Infrastructure Voice Radio Division depicting the installed configuration and design of the cable or wiring system. These “as built” drawings shall be professional quality; 11 inches X 17 inches in size, and will be laminated and contain at a minimum the following information.

- Points of interconnection (i.e., all pull boxes, pedestals, manholes, and hand holes).
- Location of conduit and/or wiring/cablings runs (outside plant).
- Length of all backbone cables (campus, vertical, and horizontal).
- Cable counts.
- Location of power poles.
- General system drawing.
- Location of MPOP.
- Type of cable (Category 6, or fiber for both voice and data).

Inspection

The DOIT Infrastructure Voice Radio Division Engineer and Agency Project Manager will coordinate the control and quality of each wiring installation.

8.0 QUESTIONS AND SUGGESTIONS

We actively solicit suggestions for improving this standard and encourage questions concerning its content. Please direct questions and suggestions to:

Rick Faris, Communication Engineer, RCDD

505-841-4265

9.0 Definitions and Terminology

“Backboard”:

A backboard is a 4 x 8-foot sheet of $\frac{3}{4}$ inch A-C plywood, mounted on end, which is attached to a wall of the Main Communications Equipment Room and Telecommunications Room to serve as an attachment base for wire distribution hardware and related equipment. Backboards must be painted with a fire resistant, low gloss, light colored paint. (Note: fire rated plywood may be Substituted), (See Illustrations B and E)

“BICSI”:

Building Industry Consulting Services International – An organization dedicated to maintaining wiring standards for the telecommunications industry.

“Building Inside Horizontal Cabling/Wiring”:

See “Horizontal Distribution”.

“Category Ratings”:

Unshielded and shielded twisted pair cables-

- **Cat 1:** Currently unrecognized by TIA/EIA. Previously used for POTS telephone communications, ISDN and doorbell wiring.
- **Cat 2:** Currently unrecognized by TIA/EIA. Previously was frequently used on 4 Mbit/s token ring networks.
- **Cat 3:** . Currently defined in TIA/EIA-568-C, used for data networks using frequencies up to 16 MHz. Historically popular for 10 Mbit/s Ethernet networks
- **Cat 4:** Currently unrecognized by TIA/EIA. Provided performance of up to 20 MHz, and was frequently used on 16 Mbit/s token ring networks.
- **Cat 5:** Currently unrecognized by TIA/EIA. Provided performance of up to 100 MHz, and was frequently used on 100 Mbit/s ethernet networks. May be unsuitable for 1000BASE-T gigabit ethernet.
- **Cat 5e:** Currently defined in TIA/EIA-568-C. Provides performance of up to 100 MHz, and is frequently used for both 100 Mbit/s and gigabit ethernet networks.
- **Cat 6:** Currently defined in TIA/EIA-568-C. It provides performance of up to 250 MHz, more than double category 5 and 5e.
- **Cat 6a:** Specification for 10 Gbit/s applications.
- **Cat 7:** An informal name applied to ISO/IEC 11801 Class F cabling. This standard specifies four individually-shielded pairs (STP) inside an overall shield. Designed for transmission at frequencies up to 600 MHz.

* **Definitions for Categories from Wikipedia.**

“Campus”:

A group of adjacent buildings, usually administratively related, such as a college, prison, hospital, or government setting.

“Coaxial Cable”:

Coaxial cable is a type of distribution cable commonly used to carry high-speed data or radio frequency signals over moderate distances. It consists of an insulated conductor, of either single or stranded composition, surrounded by a wire braid or mesh sheath that performs a shielding function which in-turn is surrounded by an insulating jacket.

“Conditioned power”:

This is an umbrella phrase covering a number of methods for providing power to sensitive telecommunications or computer equipment. This depends upon the telecommunications or computer equipment involved. Conditioned power may be as little as surge protection alone, or it could extend to rectification of the line AC with a large battery bank capable of carrying the load for several hours. Typical “conditioned power” installations convert line AC to DC that maintains a battery bank from which the telecommunications or computer equipment is normally powered. Depending on the application, the batteries are sized to carry the full load from 15 minutes to several hours. The common term for this arrangement is Uninterruptible Power System (UPS). Installations where telecommunications or computer equipment is normally powered directly from line AC but with a battery backup arrangement is not “conditioned power”.

“Contract”:

An agreement for the procurement of items of tangible personal property or services.

“Contractor”:

A vendor selected via the RFP/CVR process; a successful offeror.

“CVR”:

Contract Vendor Request - A written request to an approved (contracted) vendor to provide, or quote to provide services and/or equipment. A CVR is only used where a contract for the services and/or equipment is already in place.

“Data Grade Twisted Pair”:

See “Twisted pair”.

“Department”:

The Department of Information Technology.

“DOIT Infrastructure Voice Radio Division Engineer”:

The State of New Mexico, Department of Information Technology, Infrastructure Voice Radio Division (DOIT/IVR), IVR Engineer that has been assigned responsibility for the project/job.

“EIA”:

Electronic Industries Association.

“Equipment”:

Premise Distribution Systems equipment and related hardware, accessories, and spare parts listed in the successful offer's Equipment and Services Schedule (ESS).

“FDDI”:

Fiber Distributed Data Interface.

“General Contractor”:

The vendor with whom the State, has contracted for construction work on a building or campus.

“Horizontal Distribution”:

This is that portion of The Premise Distribution system that serves a single floor. This consists of all of the wire and hardware Telecommunications Room to the serving customer outlet.

“Intermediate Distribution Frame (IDF)”:

Any of several types of wire or fiber optic cable connection points where the distribution system interfaces with switching or data systems, or where the distribution system changes purpose such as the point where the horizontal distribution system interfaces with riser cables, or where a premise's system interfaces with campus cable.

“Inside Plant”:

Communication-Electronic equipment, wiring, cabling and fibers that extend inward inside a building from the MPOP or entrance cable termination point.

“IVR”:

Infrastructure Voice Radio Division – the state’s engineering group responsible for the voice and data networks for the State of New Mexico and its agencies

“Jack”:

In this case, a data or telephone jack. This is the point of interconnection, typically in the wall like an electrical outlet, where a telephone or data terminal may be connected (typically this is a "plug-in" type connection).

“Minimum Point of Presence (MPOP)”:

The MPOP is the place where the public networks (e.g. U.S. West) wiring interfaces with the wiring of the building. It may also be called the entrance cable and conduit, along with its wiring distribution frame or block. (See Illustrations B and E)

“NEC”:

National Electric Code, current edition.

“NEMA”:

National Electrical Manufacturers Association.

“Multimode Fiber”:

An optical waveguide in which light travels in multiple modes (paths).

“Operational Functionality”:

All installations must not only meet the specifications described herein, but must function properly.

“Outside Plant”:

All equipment, wiring, cabling and fibers buried, aerial, or otherwise, connecting one or more buildings. This includes that portion of the outside plant facilities which are physically inside a building but which extend outward from the MPOP or entrance cable termination point.

“PDS”:

See Premises Distribution System.

“Plastic Insulated Conductor (PIC)”:

Conductors covered with an extruded coating of plastic, either polyethylene or polypropylene.

“Plenum”:

A compartment or chamber to which one or more air ducts are connected and which forms part of the building air distribution system. Special NEC requirements apply to cabling/wiring transiting plenums.

“Premises Distribution System”:

All the telecommunications wiring and cabling within a building or group of adjacent buildings (campus).

“Riser Cable”: (Backbone Cable)

Riser cable is the segment of building wiring that connects the horizontal distribution system on different floors of the building with one another. This connection is accomplished in the Telecommunication Room on each floor. Special NEC requirements apply. (See vertical distribution.)

“Run (cable run)”:

A continuous length of cable linking two interconnection points or devices.

“Single-mode Fiber”:

An optical waveguide in which light travels in only one mode (path).

“State”:

The State of New Mexico.

State Statute 15-5-6:

All departments, institutions and agencies of the state government to the extent that it is practical and feasible shall participate in the central telephone system. No agreement for any leased or purchased telephone service or for purchase of any telephone equipment shall be entered into by any department, institution or agency of the state participating in the central telephone system, except those institutions enumerated in Article 12, Section 11 of the New Mexico constitution, except upon prior written approval of the secretary of general services or the director of the Infrastructure Voice Radio Division, acting as his designee. If, on the basis of a technical survey, it is found to be infeasible or impractical to include particular agencies, departments or institutions in the central telephone system, the director of the Infrastructure Voice Radio Division may exclude them. In the event of exclusion of any agency, department or institution, the director of the Infrastructure Voice Radio Division shall file a written statement, certifying the reasons therefore, with the state records center.

“TIA”:

Telecommunications Industry Association.

“TSB-36”:

Technical Systems Bulletin number 36 of the EIA/TIA. Covers cable performance.

“TSB-40”:

Technical Systems Bulletin number 40 of the EIA/TIA. Covers connecting hardware performance.

“Twisted Pair”:

Twisted pair is just what the name implies. Typically, it consists of two unshielded but insulated conductors, twisted together to prevent inductive crosstalk. Twisted pair can carry telephone signals effectively and has been found to be a very cost effective way to carry moderate speed data communications over moderate distances within a building and even between buildings, which are close to one another. (See Category Ratings). Twisting wire minimizes radiated signal energy and reduces the effects of cross talk. Generally, dramatic decreases in radiation and cross talk can be achieved by increasing the number of twists per foot. Category 6 wires may be either solid or stranded.

“Turnkey”:

A term describing a job or project completed by the contractor to the extent that no further work is required for the result to be used as intended. For example, a turnkey building-wiring project would require that the client only plug a telephone or data set into a wall jack for the circuit to work (presuming the PABX or host computer programming is complete). In other words, the contractor must deliver a complete system ready to perform its function.

“Unshielded Twisted Pair”: (UTP)

See “Twisted pair”.

“Vertical Distribution”:

The vertical portion of a premises distribution system, such as the system providing connectivity between floors. (See Riser Cable).

**General Services Department
Facilities Management Division**

MANDATORY SPECIFICATIONS

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Purpose:

This document outlines the minimum required specifications for all leased premises that are leased by the State of New Mexico and is a part of the Request for Proposals. The detailed specifications form a part of the Request for Proposals. They specify the qualities, quantities and proportions of materials and the method of preparation and execution for a particular item of works in this project. The detailed specifications of the different items of the work are prepared separately and they describe what the work should be and how they shall be executed.

The Request for Proposals (RFP) Document, the GSD/FMD Mandatory Specifications (this Attachment D) and the Lessee Specification (Attachment E) may contain variations, additions and deletions and the most stringent requirements shall prevail.

NOTE: The Lessor must clearly list any exceptions to the Mandatory Specifications and include the exception(s) as part of the submitted proposal listed in an identifiable order, referencing the section to which an exception is being made.

1. Americans with Disabilities Act (ADA)

The responsive Offeror must comply with the 2010 ADA Standards for all leased space to be occupied by the State of New Mexico. The 2010 ADA Standards can be found here: <https://www.ada.gov/regs2010/2010ADASTandards/2010ADAstandards.htm>

2. Outdoor, Parking Lot and Sidewalks

Must at all times promote safe traffic flow, meet regulatory and ADA requirements:

- A. Striping shall be maintained at all times;
- B. Signage must be maintained in a safe condition and in view of users at all times;
- C. Curbs, gutters and drainage must be maintained at all times;
- D. Sidewalks and outdoor public areas must be maintained at all times;
- E. Snow and ice from sidewalks, public areas and parking lot must be removed and managed at all times during inclement weather;
- F. Lighting must be provided and maintained at all times; and
- G. Secured parking shall be an enclosed area for state vehicles; the enclosed area should have, as a minimum, a 6-foot wall/fence enclosure with a multi-strand barbed wire or other preventative method to prevent entry and lockable gates. Gates will be electrically powered with a key punch (cipher lock) or card reading system for staff access.
- H. Where local code requirements for parking are in conflict with the Lessee parking requirements, the requirement that provides the greatest number of parking spaces shall prevail. All ADA requirements shall be met by the Lessor.
- I. Lessor shall be responsible for the upkeep and cleanliness of outdoor areas.
- J. Other requirements as specified in Attachment E, including but not limited to:
 - i. Fencing;
 - ii. Secured Parking; and
 - iii. General Parking.

3. Public Areas

- A. Restrooms
 - i. Lessor shall provide janitorial services and must maintain facilities in safe and good working order.

- ii. Provide occupancy sensor controlled lighting.
 - iii. Daily janitorial service: refuse pickup, sweep and mop all restroom floors, clean/sanitize toilets/urinals and sinks; fill toilet paper, soap and paper towel dispensers; clean and maintain all related accessories, mirrors, dispensers, etc., empty sanitary receptacles.
 - iv. Clean and sanitize walls, fixtures and mirrors.
- B. Reception Area
Transaction window required in lobby for reception staff. The window shall meet all regulatory and ADA requirements, Lessee specification provided in Attachment E.

4. Acoustical Ceilings

Acoustical ceiling tiles shall be replaced at the Lessor's expense if stained or if sagging, except where damage is due to the negligence of the Lessee. All work shall be performed by Lessor and shall not disrupt the day-to-day operations of the Lessee.

5. Egress and Ingress

- A. Exit lighting, interior and exterior, must meet all regulatory and code requirements and must be maintained in full working order at all times.
- B. Leased premises shall meet or be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code* (current as of the award date of this lease), or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the state.
- C. Leased premises shall provide unrestricted access to a minimum of two remote exits on each floor of state occupancy. Scissor stairs shall only be counted as one approved exit regardless of the total number provided. Open air exterior fire escapes shall not be counted as an approved exit. In addition, the requirements for exit remoteness and discharge from exits shall meet the requirements in NFPA 101, *Life Safety Code* (current as of the award date of this lease), or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable to the state.

6. Security

- A. Cipher lock or programmable badge entry (badge entry specification shall be included in Attachment E).
 - i. Staff building entrances.
 - ii. Interior doors separating public and staff areas.
 - iii. IT/Telecom Room.
- B. Staff Area Interior Doors must include non-removable hinges.
- C. Interior doors to private offices shall be keyed separately.

7. Fire Protection and Evacuation

- A. Automatic Sprinkler Systems: Automatic sprinkler system(s) shall be maintained in accordance with the requirements NFPA 25, Standard for the Inspection, testing, and maintenance of water-based fire protection systems (current as of the award date of this lease), or the applicable local codes.
- B. All buildings must include an installed and operational AED Defibrillator; and an existing buildings proposal must include an "Evacuation Plan". For Build to Suit proposals, Offeror must provide an "Evacuation Plan" prior to occupancy of the building
- C. Evacuation plans shall be posted through the building and/or as required by regulatory and code requirements.
- D. Lessor shall schedule and perform fire drills and maintain documentation in accordance with the State Fire Code.

8. Lighting

- A. Natural lighting shall be provided in all office areas using interior or exterior windows, unless otherwise specified.
- B. Interior lighting
 - i. LED lighting in leased facilities is the current "best practice" and is a requirement of this RFP. All LED troffer fixtures (Recesses and surface mounted) must meet the following specifications: LED CREE ZR24, 40L 4000K or an equivalent fixture with a 10-year warranty. LED color must be electronically controlled and not by coating LED's with a chemical such as phosphor. In non-office environments (Warehouses, garages, etc.), LED lighting technology is desired but a minimum of high efficiency T8 is required or T5 in high bay applications. All Products, Equipment specifications with warranties and pertinent information must be provided to the Lessee and included in the Lessors Proposal.
 - ii. Private offices must have independent light switches with dimmers to allow staff to regulate lights as needed.
- C. Exterior Lighting
 - i. Exterior of building must have emergency power backup to provide a safe evacuation of the building the case of a natural disaster, power outage, fire, and/or criminal/terrorist activity.
 - ii. Exterior Lighting: provide a minimum of 5-foot candles within 25 feet of the main entrance to the building, and or building entrance used for after hour access; and wire lighting to a separate circuit from all other exterior lighting for separate controlling.

9. Electrical

- A. The Lessor shall be responsible for meeting the applicable requirements of local codes and ordinances. When codes are in conflict, the more stringent standard shall apply. Main service facilities shall be enclosed. The enclosure may not be used for storage or other purposes and shall have door(s) fitted with an automatic deadlocking latch bolt with a minimum throw of 1/2 inch. Distribution panels shall be circuit breaker type with 10 percent spare power load and circuits.
- B. Convenience outlets shall be installed in accordance with NFPA Standard 70, *National Electrical Code*, or local code, whichever is more stringent.
- C. Private office shall have two voice/data jacks on opposite walls.
- D. Open/Modular offices shall have at least one voice/data outlet and two circuit powered raceway with three 110v duplex outlets.
- E. Outlet in support areas such as conference rooms and break rooms shall be determined by regulatory code.

10. Staff Common Areas

Such as but not limited to break rooms, restrooms, dedicated copy rooms, storage areas, etc. shall have occupancy sensor control lighting.

11. Support Areas (Conference Rooms, Break Rooms, Supply Storage Rooms)

- A. Provide double switching and allow for varied lighting control.
- B. Break rooms shall contain:
 - i. Double ADA sink with hot and cold running water;
 - ii. Kitchen type cabinetry, counter top, drawers with space for microwave and coffee area.
 - iii. Paper towel and soap dispensers.
 - iv. Refrigerator(s)
- C. Supply/Storage Rooms
 - i. Shall contain secured adjustable shelving on at least two walls.

- ii. Shall include a cipher lock or must have programmable badge entry (badge entry specification shall be provided by the Lessee).

12. Janitorial Services

(Additional or alternative required services may be included in Attachment “E”)

- A. Lessor shall be responsible for contractor/provider.
- B. Provider shall be bonded.
- C. Lessor is responsible for the cost of janitorial services, unless otherwise negotiated.
- D. Green Sealed Certified Products shall be used as part of this service.
- E. Services Requirements
 - i. Daily: Office Areas: refuse pick-up, spot-cleaning of soiled areas as they occur, vacuum all carpeted floors, clean drinking fountains, dust all work surfaces, vacuum all carpeted areas, clean reception room windows, clean exterior cigarette receptacles.
 - ii. Weekly: Mop floor
 - iii. Twice Weekly: Clean/sanitize tile walls and stall partitions in restrooms.
 - iv. Quarterly: Wash windows, interior and exterior; clean window coverings; steam clean carpet; spot paint/touch up walls.

13. Painting, Low/no VOC products are always required

- A. Lessor shall be responsible for moving and returning all furnishings to the original location and shall be scheduled with the Lessee and shall not disrupt the day-to-day operation of the Lessee.
- B. Lessor shall be responsible for all painting costs, unless it is due to negligence, beyond normal wear and tear.
- C. Lessor shall be responsible for the performance of any staff and/or subcontractor.
- D. Public Areas shall be painted every three years, unless otherwise approved by the Lessee.
- E. Staff Areas shall be painted every five years, unless otherwise approved by the Lessee.
- F. All other painted surfaces shall be repainted at the Offeror's expense, including the moving and returning of furnishings, any time during the occupancy by the State if it is peeling, chipped or permanently stained, except where damaged due to the negligence of the State, normal wear & tear excepted. All work shall be done before or after normal business hours as defined elsewhere in this RFP.

14. Flooring

- A. Floor covering shall be either commercial grade carpet (carpet tiles preferred) or resilient flooring.
- B. All flooring shall be newly installed.
- C. Floor perimeters at partitions shall have wood rubber or vinyl or carpet base.
- D. The use of existing carpet may be approved by the state; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement for new carpet.
- E. If the state requires restrooms and/or shower rooms in the state-demised area, floor covering shall be terrazzo, unglazed ceramic tile, and/or quarry tile.
- F. Floor covering shall be installed in accordance with manufacturer’s instructions to lie smoothly and evenly.
- G. Carpet shall be replaced every five years, unless otherwise agreed.
- H. The Carpet and Rug Institute (CRI), Commercial -and other Green guidelines must be followed.
- I. Edge protectors in all main hallway corridors.
- J. Flooring preferred vendor pricing may be made available to Lessor under the statewide price agreement. Lessor is responsible for all applicable taxes and fees.

15. Furnishings

- A. Lessor shall be responsible for the moving expense of the Lessee. The Lessee shall make arrangements for Lessor to preview the current premises in order to obtain an estimate for this expense.

16. Plumbing

- A. Water closets shall not use more than 1.6 gallons per flush.
- B. Urinals shall not use more than 1.0 gallons per flush.
- C. Faucets shall not use more than 2.5 gallons per minute

17. IT/Telecommunications

- A. “STANDARD FOR BUILDING AND CAMPUS DISTRIBUTION SYSTEMS” (see Attachment C): In addition to the mandatory specifics in Attachment C, please refer to Attachment E, Lessee Specifications.
- B. “Standard for Building and Campus Distribution Systems commonly referred to as the DoIT specifications, all proposal submissions are required to note the closest location of where the Demarcation for WAN fiber optic connectivity is located in proximity to the property line referenced in the proposal and where the point of entry will be/is to the building. If the Demarcation for WAN fiber optic connectivity is not referenced in the proposal, then the proposal will be **deemed nonresponsive**. Alternatively, the proposal may also submit the demarcation of copper MOE WAN circuits.
- C. Must include cipher lock or programmable badge entry (badge entry specification shall be included in Attachment E).
- D. Must include be constructed using security mesh or floor to deck walls to provide a secure enclosure.

18. Building

- A. Mechanical System shall be provided by the Lessor and shall be maintained in good repair and operational at all times. HVAC system shall operate with on an economizer cycle.
- B. Building shell, the Lessor shall provide and operate all building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Lessor. Exposed ducts, piping, and conduits are not permitted in office space.
- C. System Commissioning: The Lessor shall incorporate commissioning requirements to verify that the installation and performance of energy consuming systems meet the state’s project requirements. The commissioning shall cover only work associated with tenant improvements or alterations or at a minimum: heating, ventilating, air conditioning and refrigeration (HVAC&R) systems and associated controls, lighting controls, and domestic hot water systems.
- D. Building Systems: Whenever requested, the Lessor shall furnish to the state as part of shell rent, a report by a registered professional engineer(s) showing that the building and its systems as designed and constructed will satisfy the requirements of the lease.
- E. OSHA Requirements: The Lessor shall maintain buildings and space in a safe and healthful condition according to OSHA standards.
- F. Indoor Air Quality
 - i. The Lessor shall make a reasonable attempt to apply insecticides, paints, glues, adhesives, and HVAC system cleaning compounds with highly volatile or irritating organic compounds, outside of business hours. Except in an emergency, the Lessor shall provide at least 72 hours advance notice to the state before applying noxious chemicals in occupied spaces and shall adequately ventilate those spaces during and after

- application. DEE JOHNSON CLEAR INDOOR AIR ACT: Lessors shall be required to comply with HB 283 “THE DEE JOHNSON CLEAN INDOOR AIR ACT”.
- G. Sound Transmission: Sound transmission through walls and partitions between conference rooms and offices should have a minimum STC rating of 40 except where otherwise indicated in attachment “E”.
 - H. Leased Premises thermostats shall be contained in a lock-box to avoid tampering.
 - I. Lessor shall provide commercial grade window coverings.
 - J. Elevator
 - i. If the proposed space is in a multi-story building and the proposed space is on other than the ground floor at least one full-sized, passenger elevator must be provided. The size of the cab(s) will be determined by applicable building codes, fire codes and ADA regulation.
 - ii. Limited-use lifts cannot be substituted for this requirement.

19. Landscaping

- A. Use of drought tolerant landscaping plant materials. Minimize the use of non-native grass areas.
- B. Leased premises may incorporate an “Oasis Area.” Oasis Area may be no larger than 15 square feet per building occupant and may include non-native grass. Oasis Area shall be located on either the north or east sides of the building to avoid hot mid-day and afternoon sun. Oasis Area shall incorporate shade trees and possibly seating areas for building occupants.
- C. Lawn irrigation systems shall be designed so that no water is permitted to spray onto sidewalks, parking areas or streets or to have water run off the property. A buffer area may be incorporated to maintain all water onto the property.
- D. In the case of existing landscaping, the lessee may be required to meet the above requirements by the state or by local governing body.

20. Other

- A. Leasable Square Feet: Leasable Square Feet (aka Rentable Square Feet) is the area for which a tenant is charged rent. It is certified by the building owner’s Architect and reviewed and approved by FMD. The leasable space may include USF/ABOA SF, circulation areas within the space (corridors), a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, closets, electrical closets, and mechanical rooms. The leasable space does not include vertical building penetrations and their enclosing walls such as stairs, elevator shafts and vertical ducts. Common Area Factor - the building owner’s Architect will determine the common area factor. The Lessor must verify that the proposed lease space will accommodate the architectural program.
- B. Pest Control, monthly during active season, bi-monthly during off-season. Lessor shall maintain pest control if a special situation arises at any time of year, such as an ant infestation.
- C. Recycling Service: If recycling is available in the community, Lessor will be required and responsible for implementing and maintaining a recycling program, including the collection of the receptacles.
- D. Public and Staff area must contain signage as appropriate including room numbers.
- E. Designated smoking area with signage at least 25 feet from the building, with fire proof cigarette butt receptacle. Smoking area must be maintained in a safe and sanitary manner.
- F. Trash Dumpster shall be located in a 6 foot high enclosed area at least 30 feet away from the building, with signage and the Lessor shall be responsible for the cost of pick up and shall maintain the area in good work order.
- G. Lessor shall be responsible for the prompt removal of graffiti upon notification from the Lessee.
- H. Lessor shall maintain a current coverage of insurance at all times and as required in the executed Lease Agreement. Lessor must include the following language on the Certificate of Insurance:

State of New Mexico Mandatory Specifications – Attachment D

- i. Include under Description:
 - a. The Leased Premises Physical Address; Additional Insured, the State of New Mexico, its branches, agencies, instrumentalities and public employees; Property Insurance policy covers at least 80% replacement value of the Premises, and covers fire, lightening, vandalism, malicious mischief, loss of rents and other normal extended coverage; and Other terms and conditions of the executed lease agreement as applicable.
 - b. Certificate Holder: of Insurance must be clearly listed:
 - State of New Mexico
 - c/o GSD/Facilities Management
 - Division, Leasing
 - P.O. Box 6850
 - Santa Fe, NM 87502

**Albuquerque, New Mexico
Office Specifications
Regulation & Licensing Department**

The following are the minimum requirements that the agency requires. In case of conflict with other provisions of this RFP, the stricter requirements shall prevail.

QUALITY OF LEASE SPACE

- **Class A:** Commercial grade, professional office space.

CONTRACT FINISHES

- **Flooring:** Hallways, offices and customer service workstations: require commercial grade "long wear" carpet for sound control. – Customers' wait area: tile ceramic, porcelain or concrete combined with commercial grade "long wear" carpet for sound control. - Breakroom, janitor, main equipment, restrooms, storage and telecom: Concrete, linoleum or vinyl tile.
- **Walls:** Finished & painted sheetrock.
- **Ceilings:** Suspended acoustic tile for sound control.
- **Interior Office Doors:** All interior office and cubicle doors shall be installed with windows.
- **Worktops and customer counters:** Work/writing surfaces shall be hard, smooth and durable. High-pressure laminate or solid material.
- **Paint Color:** Coordinate color scheme with RLD representative.

MECHANICAL SYSTEM

- **HVAC:** Forced air heating & refrigerated cooling with economizer cycle, energy saving mode. All thermostats should be provided with lock boxes (or similar security features).

ELECTRIC AND IT SYSTEM

- **NOTE:** The facility must have flexibility and capacity to accommodate all necessary systems (wire/cable runs, conduit, electricity, data, telephone, TV coax, security cameras, intrusion alarm, electronic signage and miscellaneous equipment). Agency requirements may supersede the requirements as stated below, all conduit for telecom must be three-quarter inch (3/4") or greater. Category 6 cable is required for all data and telephone connections. All electrical outlets must be dedicated 20-ampere circuits (or greater).
- **Customer Wait Area:** Duplex electric outlets, utility common use (per code) required in customer wait area also required high on wall for television, electronic signage, etcetera. RLD will assist with placement/position.
- **Minimum Electrical Requirements (Workstation & Receptionist Area):** Within cubicle walls use a 3 + 1 electrical system with 8-wire/4 circuit electrical system will need to be specified. Circuits 1, 2 and 3 will share neutral grounds for convenience power while circuit 4 has a separate ground and neutral for designated/isolated power if needed. One circuit will be needed for 2 cubicles with 3 duplex outlets specified in each cubicle. Electrical access needs to be

accessed on both sides of the panels if needed. *All pre-existing cubicles or offices should meet or exceed this requirement.*

- **Minimum IT Requirements (Workstation & Receptionist Area):** Allowance of ample space in the cubicle walls for two (2) drops per cubicle utilizing CAT 6 and one (1). The cables in the cubicles could be routed in a couple of areas within the cubicle walls. The cubicle walls will need to allow the routing of the cables along the tops of panels, through the interior of the panels, along the beltway and along the base raceway. Data punch out options along the base raceway with data access on both sides of the panels will be needed in the cubicle walls. Minimum bend radius of the data cabling is 1 ½" in the base raceway and top channel. The maximum bend radius of the data cabling is 3" for the top channel and 6" for the base raceway. Power Poles (power must be shielded) and Cable Poles can be used for routing data lines but must accommodate the cabling needed based upon the layout you provide plus 20% additional space for growth. *All pre-existing cubicles or offices should meet or exceed this requirement.*
- **Special Electrical and IT Requirements:** The following offices & shared spaces must meet the special electrical and IT requirements: *IT Technician, IT Server Room, Superintendent's, Deputy Superintendent's, Directors, Deputy Directors, General Counsel, Attorneys, Supervisors, Conference rooms, and Auditorium/Training room.*

Each shall use a 3 + 1 electrical system with an 8-wire/4 circuit electrical system that will need to be specified. Circuits 1, 2 and 3 will share a neutral and grounds for convenience power while circuit 4 has a separate ground and neutral for designated/isolated power if needed. One circuit will be needed for 2 offices with 4 quadplex outlets specified in each office or shared space. Electrical access needs to be accessed on multiple sides of the offices & shared spaces. Each shall use three (3) drops utilizing CAT 6 per office & shared space. The IT Technician, IT Server, and Auditorium/Training room are recommended to have 30-ampere circuits or greater and the appropriate fire rated material mounted on the wall. *All offices and spaces should meet or exceed this special requirement.*

- **Minimum Electrical & IT Requirements (Test Carrel):** One (1) dedicated 20-ampere circuit for every three (3) carrels. Each carrel requires one (1) single electric outlet and one (1) data outlet.
- **Labels, electricity, data and telephone:** Label all outlets for identification, electric outlets, circuit breakers, data ports at routers and outlets, telephone punch block, switch and outlets.

LIGHTING

- **Artificial Lighting:** All lighting fluorescent or light-emitting diode (LED) shall be full-spectrum; lay in ceiling type with TB lamps or LED equivalent. "Full Spectrum Lighting", Defined. The Sunlight at noon has a natural Color Rendering Index (CRI) of 100% and color temperature between 5,000 - 6,000 degrees Kelvin.
- **Lighting Ballasts:** Utilize lighting ballasts compatible with TS lamps or LED equivalent.
- **Emergency exit lighting:** All emergency exit lighting devices will utilize LED lamp or as required by applicable code(s).
- **Interior Lighting:** Provide infrared motion sensor switches in locations not continuously occupied, e.g. audit, break, conference, copy fax, janitor, restrooms, and storage rooms.
- **Exterior lighting:** Light fixtures must emit a minimum of 5-footcandles within 25-feet of main

customer and employee facility access, including employee secure parking area. On at dusk, off at dawn, with IR motion sensors.

- **Natural lighting:** All office areas via exterior windows, skylights, interior windows, etcetera.
Note: No windows or skylights in storage, audit or telecom/main equipment rooms.

OFFICE ACOUSTICS

- **Sound Control:** All offices require sound control, Sound Transmission Class (STC) factor minimum of 40 (STC 40) with attention to weak points, penetrations or flanking paths. Noise Reduction Coefficient (NRC): Sound absorption or acoustic enhancement materials with high NRC are required in customer waiting area to reduce or eliminate echo and reverberation.

SECURITY SYSTEMS

Intrusion alarm: Offeror/lessor is required to provide a complete turnkey system including all components, software, hardware, wiring, installation and maintenance to include periodic change of access code(s). The offeror/lessor must provide and maintain a dedicated mode of communication (telephone, cellular or radio) to 24/7 monitor services. System must include panic/duress buttons (double squeeze) at each public facing workstation.

- **Building entry locks:** Employee entrance, two locks, key deadbolt or panic bar and keyless access, to include periodic change of access code(s).
- **Secure employee work area entry:** Keyless access to employee work area from customer area to include periodic change of access code(s).
- **Internal Room Access:** Key or keyless locks, all office(s), storage, telecom/main equipment and audit to include periodic change of access code(s).

SECURITY CAMERA SYSTEM REQUIREMENTS

- **Security Camera System:** Complete turnkey system in IT room. RLD user and Lessor Security password protected. Hardware, software, wiring (plenum/wet location), electric power supply for cameras, Extended Runtime Uninterruptable Power Supply (ERUPS) with surge protection and ability to add cameras or other devices, to include system and UPS maintenance through life of lease.
- **Security Monitors:** Two - twenty-seven-inch (27") minimum. One in the IT room and one in the manager's office (or designated office space).
- **Interior Fixed IR Motion Activated HD Cameras:** Twelve (12), "high-definition" dome cameras with day/night "auto-iris" light sensitivity to .04 lux and zoom capability. RLD will assist with placement, zoom and angle of cameras throughout facility.
- **Exterior Fixed IR Motion Activated Weatherproof HD Cameras:** Four (4), "high definition" cameras with day/night "auto iris" light sensitivity to .04 lux and zoom capability. RLD will assist with placement, zoom and angle of cameras throughout facility.
- **Video Transfer:** Security Camera System must be able to transfer segments of video to various forms of portable media. USB flash drive, CD, CD-R, DVD etc. to include cloud-based storage.
- **Backup Power Source:** Contingency, Extended-Runtime Uninterruptable Power Supply (ERUPS). One (1) backup electric source, equal to or exceeding the total power requirement of camera system for one (1) hour. Fast surge (Amperes) suppression (Joules) to protect

entire camera system and allow a minimum of one (1) hour recording time in the event of an electric outage. Testing and maintenance of UPS batteries is required annually including replacement when necessary. Battery efficiency declines with time+/- four years.

- **DVR Hard Drive Capacity:** Large internal storage a Twelve (12) terabyte drive or the calculated equivalent to allow no less than 35-day recording loop.
- **Maintenance:** Offeror/lessor will maintain all components of security camera system, software, and hardware replacements/upgrades as necessary through the life of the lease.

OFFICE SUPPORT & SPECIAL REQUIREMENTS

- **Workstations:** Complete workstation build-out. See *Workstation Details (Conceptual)*.
- **Interior Office Doors:** All interior office and cubicle doors shall be installed with windows.
- **Test Carrels:** Complete test carrel build out. Test carrels will be in customer wait area. See area 2 and test carrel diagram.
- **Receptionist Security Glass:** Quarter inch (1/4") laminated glass is required at all receptionists' station(s) to provide a safety barrier between employee and customer. See area 12.
- **Employee Break Room:** Break room requires paper towel & soap dispenser, cupboards, counters, dishwasher, two-bowl sink with hot and cold water, and generous table & seating arrangements up to 30 persons. The offeror/lessor will also provide space for a coffee pot, a standard microwave oven, a four-burner electric stove top, and two 29.0 cubic foot refrigerators. The offeror/lessor must maintain these appliances throughout the life of the lease including replacement if necessary. See area 1.
- **Restrooms:** Minimum three separate restrooms areas for customers, RLD employees, and near the Superintendent's office. Customer lobby restrooms, (IPC 403.2.1) "It is no longer mandatory to have separate male/female toilet facilities. Two ADA compatible facilities labeled "Family or Assisted-Use Toilet Facilities" serving as separate facilities will be more efficient". The customer restrooms must include baby- changing stations and be constructed by code and ADA accessibility for capacity of lobby. Customer restrooms must be in the customer lobby; employee restrooms must be located in a secure employee area. Do not install electrical outlets unless required by code. See area 3 and 10.
- **IT Technician Office:** Approximately 192 sq. feet to house two (2) IT Technician Employees with workstations. Square footage can be cumulatively lessened to 240 sq. ft if adjoined to the IT Server Room (see below). See area 6.
- **IT Server Room:** Approximately 96 sq. feet, ideally located next to or adjoining the IT Technician Office, dedicated room to accommodate IT racks, servers, and switches. Room must have dedicated cooling source to maintain IT equipment. Square footage can be cumulatively lessened to 240 sq. ft if adjoined to IT Technician Office (see above). See area 6.
- **Large Conference Room:** Approximately 400 sq. feet to accommodate twelve (12) people on a shared conference style table. The large conference room should have network drops and a display to accommodate virtual meetings and allow for a laptop to be interfaced.
- **Small Conference Room:** Approximately 300 Sq. feet to accommodate ten (10) people on a shared conference style table. The small conference room should have network drops and a

display to accommodate virtual meetings and allow for a laptop to be interfaced.

- **Superintendent's Small Conference Room:** Must be located next to the Superintendent's Office. Approximately 200 Sq. feet to accommodate ten (10) people on a shared conference style table. The small conference room should have network drops and a display to accommodate virtual meetings and allow for a laptop to be interfaced.
- **Large Auditorium / Training Room:** Approximately 1050 sq. feet to accommodate 150 people; to include a horseshoe or "C" shaped board room style table to seat up to 9 persons, and stadium style seats or ample space to accommodate 141 persons for trainings, and board meetings, and public hearings. The large auditorium / training room should have multiple network drops and a large display (or the ability to accommodate a large display for casting purposes).
- **Drinking Fountains:** Installed per code and ADA accessibility; near restroom entrance.
- **Windows:** All exterior facility windows must be tinted 20% Amber and equipped with blinds.
- **Observation Windows:** Manager and supervisor office(s) require windows (3'x 4') positioned to view workstations and customer wait area. Windows must be equipped with blinds.
- **Exterior Facility Signage:** Minimum eighteen-inch (18") high contrast lettering required, which reads "REGULATION & LICENSING DEPARTMENT". If monument signage is available, the offeror/lessor must designate a space for RLD and provide a sign meeting RLD specifications. Signage indicating "Public Parking" and "Employee Parking" is required. RLD will assist with design of all signage. Signage must meet local building code requirements.
- **Interior Building Signage:** Offeror/lessor must meet code and ADA requirements for signage, including operational signage.
- **Room Signage & Name Plates:** Affixed visual room numbers/names meeting ADA specifications shall be provided for all doors including nameplate holders on staff offices and signage for support spaces (i.e., Janitorial, Conference Room, File Room, Copy Room, etc.).
- **Restricted Access Signage:** Shall be provided at locations as required by the Agency.
- **Employee Storage Lockers:** Four (4), four-tier steel storage lockers (36"Wx18"Dx72"H) placed in break room or designated areas.
- **Main Customer Entrance/Exit:** Facility must include a vestibule/airlock with automatic doors meeting all building code requirements including ADA accessibility. The door must be equipped with a self-locking mechanism or magnetic lock, activated by a programmable timer to control customer access. The Self-Locking Mechanism must include an Extended-Runtime Uninterruptable Power Supply (ERUPS) with a one (1) hour rating in the event of an electric outage and a manual double-cylinder keyed lock for added security.
- **Customer After Hours Exit:** Facility must include one (1) ADA compliant door with panic hardware and peephole to allow customers out after closing time. Door also serves as emergency egress.
- **Storage/File Room Configuration:** Durable adjustable shelving (floor to ceiling) on one (1) wall. Shelving must be no less than 14" wide. Worktable on adjacent wall must be 5'

x 2'. Minimum twelve (12) lateral file cabinets (42"Wx18"Dx54"H) and minimum one (1) storage cabinet of similar specifications or larger.

- **Storage Room:** Worktable on wall must be 5' x 2' and two (2) storage cabinets. Six (6) high-density rolling file cabinets (12'Wx2'Dx8'H) per the specifications in the Statewide Price Agreement #80-000-18-00056 – SpaceSaver Storage Systems (GSA #GS-28F-006BA). <https://interiorsolutions.net/about-us/state-of-new-mexico-contract/>
- **Customer Lobby Seating:** Offeror/lessor must provide cluster "group seating" for eight (8) customers in lobby. In addition, two (2) required at the Receptionist Area, and (2) Test Carrels, ADA compliant. See area 2.
- **Electric Vehicle Charging Pedestals:** ChargePoint brand electric vehicle charging pedestals (or equivalent) be installed and maintained by the offeror/lessor (see parking requirements).
- **Facility Occupant Load:** Offeror/Lessor must acquire and post the facility occupant load as calculated and approved by local Fire Marshal.
- **Emergency Evacuation Plan:** To be provided and permanently posted throughout the building; to include approval by GSD and the Local Fire Marshal.
- **Move/Relocation:** The offeror/lessor is responsible for relocation of furniture, supplies, etcetera from current/existing location to new location.

PLUMBING FIXTURES

- Offeror/lessor must install commercial grade water-efficient fixtures, which meet or exceed the following water saving standard. Water pressure regulated at 60 psi. Toilets 1.6 gallons per flush or less, urinals 0.5 gallons per flush or less and faucets 0.5 gallon per minute. Periodic or as needed maintenance is required if lavatories are equipped with motion activated valves.

LANDSCAPING

- Drought tolerant (xeriscape) landscape vegetation required, minimize use of non-native grass and plants.

PARKING REQUIREMENTS

- One hundred and fifty (150) standard customer parking spaces ADA as required by code.
- Fifty (50) designated/secured employee parking spaces ADA as required by code, with a six-foot (6') high fence or wall with automatic locking gate and either card or keyless entry. Gate must be equipped with a one-hour Extended-Runtime UPS in the event of electrical outage and a backup manual opening system. Employees must have direct access to/from secure parking area. Testing and maintenance of UPS batteries is required annually including replacement. Battery efficiency declines with time+/- four years.
- Installation and maintenance of Level 3 ChargePoint brand (or equivalent) electric charging vehicle pedestals in the designated employee parking space and standard customer parking. In the designated employee parking space installation and maintenance of four (4) or more electric vehicle pedestals with the ability to add six (6) additional charging stations, for a total of ten (10). In the standard customer parking space installation and maintenance of two (2) or more electric vehicle pedestals.

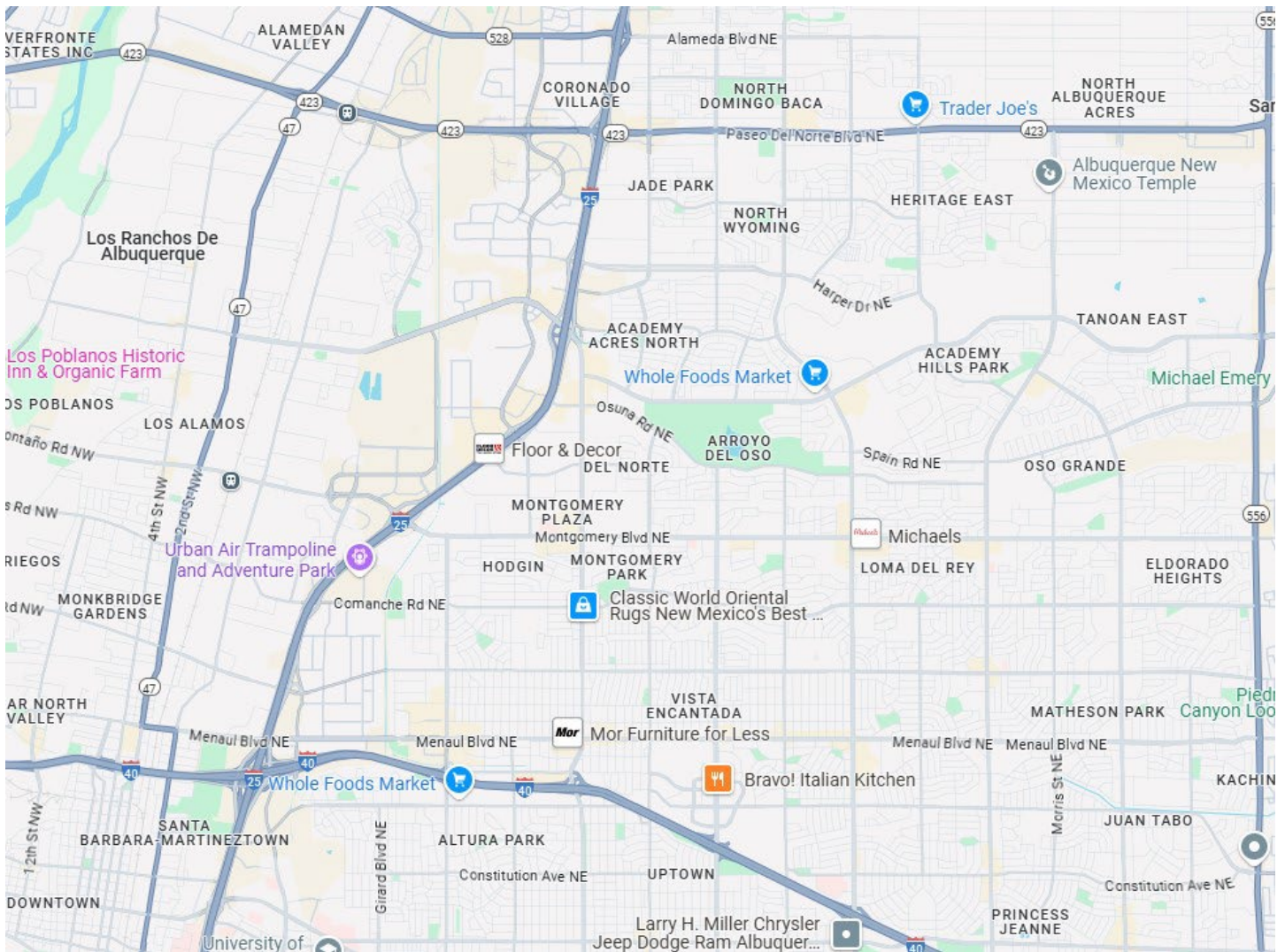
- A total of two hundred (200) non-metered, parking spaces.

LEASE TERM

- Typically, 10-years with two 5-year options to renew. Renewal term may have the option to exceed twenty (20) years with additional 5-year renewal options (or as agreed upon).

GEOGRAPHIC PREFERENCE

- Boundaries (See map below).
 - North of I-40 – See Map
 - South of Paseo del Norte – See Map
 - East of 2nd Street – See Map
 - West of Tramway – See Map



UTILITIES AND SPECIAL SERVICES

To be provided by Offeror/Lessor

- Janitorial: Bond required on service provider
- Utilities; (electric, gas, water, garbage and sewer)
- Snow Removal
- Security, Fire system(s)
- Pest Control

JANITORIAL SERVICES SCHEDULE

- **Daily:**
 - Janitorial services must be bonded and perform their work after the department's 8:00 am to 5:00 pm working hours.
 - Waste material disposal - Internal and external trashcans including loose material around facility, (restrooms, workstations, offices, lobby, parking lot, cigarette cans and grounds).
 - Flooring - Treat and/or spot clean soiled areas (stains, spilled food or beverage), vacuum all carpeted areas, sweep/mop all interior hard flooring. Sweep exterior sidewalks and walkways etcetera where necessary.
 - Dust office desks, workstations and test carrel surfaces (e.g. behind computer monitors, countertops, privacy walls, lobby chairs etcetera).
 - Restrooms - clean and sanitize all surfaces including handles, levers, locks and knobs, entry doors, toilets, urinals, walls, stall partitions and doors, lavatories, faucets (hard water deposits) mirrors. Floor - sweep mop and sanitize. Refill - Toilet paper, soap and paper towel dispensers. Women's restrooms - Sanitary receptacles, empty, clean, sanitize and replace bag. Water fountains - Clean and sanitize all surfaces.
 - Break room - clean and sanitize sink, faucet (hard water deposits), countertop(s), cabinets and walls where soiled, table(s), chairs and sweep/mop floor.
 - Clean public entry air lock, floor mat, glass, doorframes, handles and ADA switch. Clean both sides of security glass at all customer service and camera stations.
- **Monthly:** Clean facility windows including manager/supervisor observation windows, inside/outside including dust and bugs on sill.
- **Quarterly:** Shampoo all carpeting. Clean window blinds and coverings, clean HVAC registers, diffusers, return air vents and light fixtures remove dust and dead bugs.
- **Yearly: Walls:** Repair any visible damage and spot paint. **Plumbing:** Inspect connections, automated fixtures and repair leaks.

SPECIAL MAINTENANCE SERVICES

- Scheduled or recurring, systems, equipment, inspections and maintenance. Smoke/carbon monoxide detectors, fire system and extinguishers, HVAC system etcetera.
- 3-Year Cycle: Paint interior public access walls, vestibule, lobby and restrooms to match original/existing color with quality semi-gloss washable paint. Photo backdrop as needed.
- 5-Year Cycle: Replace all carpets in facility with high quality (long-wear) carpeting. Paint all areas not mentioned in the 3-year cycle (employee areas). Update or replace existing Landscaping layout.
- On "as needed" basis: **Lighting:** Replace burnt light bulbs. **Ceiling:** Replace stained or damaged tiles. Exterior, snow and debris removal from parking lot and facility access points.

WORKSTATION DETAIL (CONCEPTUAL)

The purpose of this document is to provide RLD's vision of the basic workstation, receptionist area, test carrels, Cannabis Control Officers offices, plan review office, and supervisor & Director level office(s) design/build-out. RLD representative(s) will assist the lessor/architect with final design/development including dimensions, layout, etcetera, as necessary. Coordinate with the RLD advisor if needed.

Test Carrel (Lobby)

Dimensions - Thirty-six inches (36") wide, forty-eight inches (48") high and eighteen inches (18") deep. Laminated Surface - Thirty-four and one-half inches (34½") by eighteen inches (18"). Elevation - The worktop shall be thirty-two inches (32") AFF. Multiple Carrels shall be fastened together to form a cluster. See area 2 and test carrel diagram.

Employee Offices (Workstation)

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The front work surface width shall be twenty-four inches (24") from security glass frame. Side work surface width shall be twenty inches (24") from privacy wall. Privacy wall shall be sixty-four inches (64"). Back work surface width shall be thirty inches (30") from privacy wall directly below credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Wardrobe storage cabinet wardrobe storage cabinet; under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 12.

Receptionist Areas (Workstation)

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The front work surface width shall be twenty-two inches (22") from security glass frame. One side work surface width shall be twenty inches (24") from privacy wall, with a 45° degree corner, and adjacent side work surface width of thirty (30") from privacy wall. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Wardrobe storage cabinet wardrobe storage cabinet; under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 12.

Receptionist Areas - (Customer Counter & View Perspective)

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, elevation no less than thirty inches (30") above finished floor (AFF). Customer Counter - The standard width shall be no less than eighteen -inches (18") from security glass frame to meet ADA standards for knee and toe clearance. See area 12.

Receptionist Areas - (Security Glass)

Employees and customers shall communicate via a four-inch (4") diameter speak hole. The hole is positioned at the horizontal center of security glass sixteen inches (16") above the work surface measured from work surface to top of hole. One-fourth inch (¼") laminated glass supported by aluminum storefront frame. The top of aluminum storefront frame shall be no lower than six-feet-six inches (6'-6") above the finished floor, with the remaining shall be sealed off to adjoin with the ceiling. Document Pass Through: All workstations document pass through shall be approximately 6" wide spanning the width of the workstation. See area 12.

Plan Review Offices

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The work surfaces shall be thirty-six inches (36") wide on each adjacent wall and directly below credenzas. One surface is required to be an electronic rising worksurface dedicated for plan reviews. Privacy wall shall be sixty-four inches (64"). Back work surface width shall be thirty inches (30") from privacy wall directly below credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Wardrobe storage cabinet wardrobe storage cabinet; under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 15.

Cannabis Control Officers (CCD) Offices

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The work surfaces shall be thirty-six inches (36") wide on each adjacent wall and directly below credenzas. Privacy wall shall be sixty-four inches (64"). Back work surface width shall be thirty inches (30") from privacy wall directly below credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Wardrobe storage cabinet wardrobe storage cabinet; under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 17.

Supervisor Offices

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The work surfaces shall be thirty-six inches (36") wide with wall mounted credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Must include a meeting table with ample seating arrangement. Wardrobe storage cabinet wardrobe storage cabinet; two (2) under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 16.

General Counsel and Directors Offices

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The work surfaces shall be thirty-six inches (36") wide with wall mounted credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Must include a meeting table with ample seating arrangement. Wardrobe storage cabinet wardrobe storage cabinet; two (2) under cabinet file under cabinet file; 24" x 36" file; panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 13.

Superintendent's & Deputy Superintendent's Offices

Surface and Elevation - The work surface shall be hard, smooth for writing and durable, Elevation no less than thirty inches (30") above finished floor (AFF). The work surfaces shall be thirty-six inches (36") wide with wall mounted credenza. All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through to accommodate a keyboard, mouse, computer monitor, etcetera. Must include a meeting table with ample seating arrangement. Wardrobe storage cabinet wardrobe storage cabinet; two (2) under cabinet file under cabinet file; 24" x 36" file; under cabinet file: panel mounted overhead panel mounted overhead; task light; keyboard tray; and pencil drawer. See area 14.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or Director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:	
Relation to Prospective Contract:	
Name of Applicable Public Office:	
Date Contribution(s) Made:	
Amount of Contribution(s):	
Nature of Contribution(s):	
Purpose of Contribution(s):	

Attach extra page(s) if necessary.

SIGNATURE

DATE

PRINTED NAME AND TITLE

OR

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

SIGNATURE

DATE

PRINTED NAME AND TITLE

**AFFIDAVIT
CONFLICT OF INTEREST FORM**

STATE OF NEW MEXICO)
) ss.
COUNTY OF SANTA FE)

I, _____ (name), being first duly sworn upon my oath, depose and state the following:

1. I am a former employee of the _____ (name of Department/Agency), having separated/retired from state employment as of _____ (date).
2. I am a **current employee** of the _____ (name of Department/Agency), or a **legislator** with the state, or the **family member** (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Lease Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Lease Agreement has awarded as allowable per statute.
3. The Department/Agency and I have entered into a Lease Agreement in the amount of \$ _____, for the first year.
4. To the best of my knowledge, this Lease Agreement was awarded in compliance with all relevant provisions of all applicable New Mexico State Statutes and the Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

name

Subscribed and sworn to before me by _____ (name of former employee) this _____ day of _____, _____.

NOTARY PUBLIC

My Commission Expires: _____

Please include "N/A" in any areas that do not apply to this transaction.

**Request for Proposal
Acknowledgement of Receipt Form**

In acknowledgement of receipt of this Request for Proposal, the undersigned acknowledges receipt of a complete copy of RFP #: RLD ALBUQUERQUE 02.04.25

The acknowledgement of receipt should be signed and returned to the Leasing Specialist on or before the date of the pre-proposal conference. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

Company: _____

Name: _____

Mailing Address: _____

Insert street name and number

City

State

Zip

Telephone 1st# _____ 2nd# _____

Insert Telephone Numbers including area code.

Email: _____

Print document and sign below.

Signature: _____ Date: _____

This information shall be used for all correspondence related to the stated Request for Proposals.

Return to:

GSD/Facilities Management Division

Attn: *Jordan Moya, Leasing*

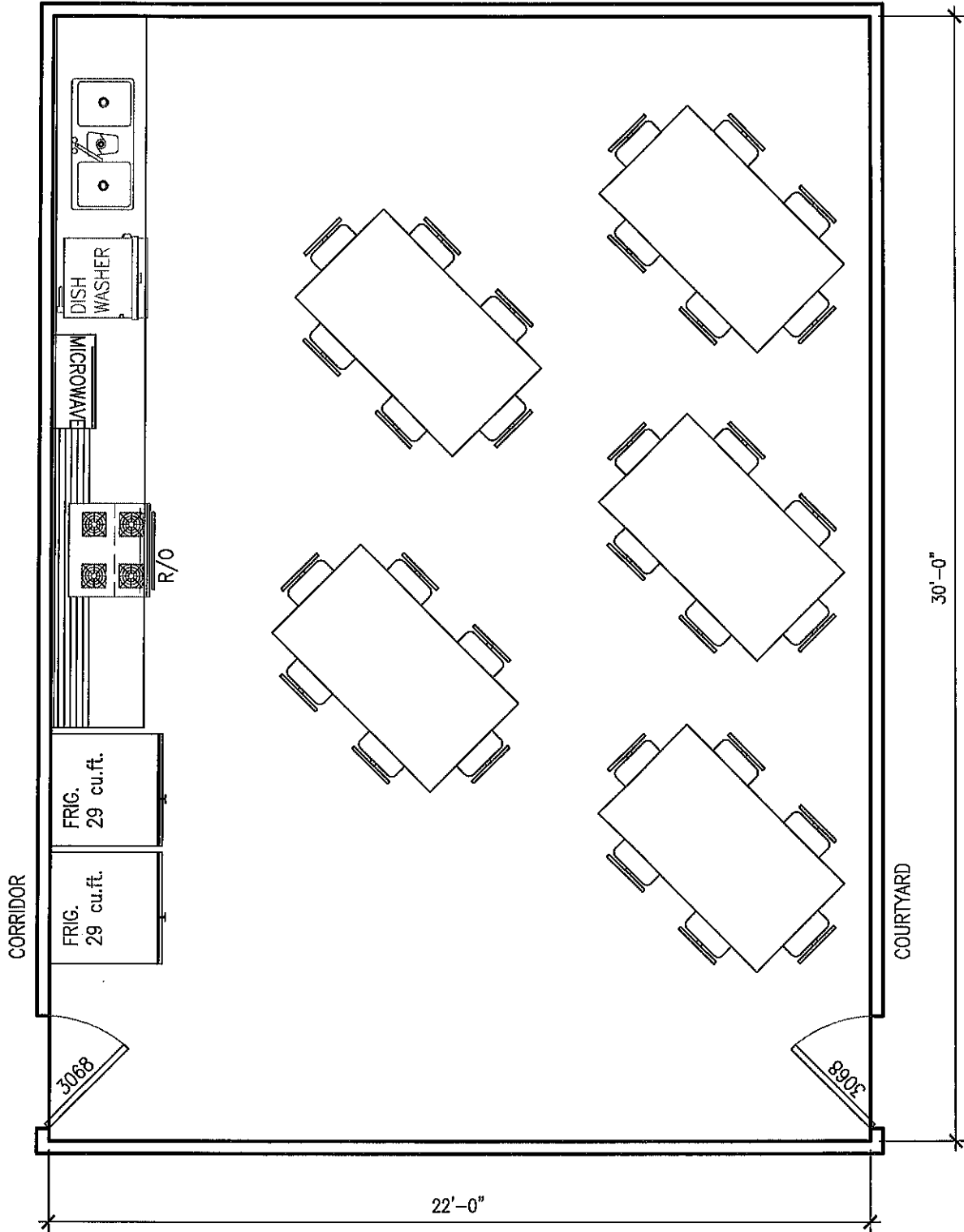
Specialist

Submit scanned & hand signed copy to Jordan.moya@gsd.nm.gov

RLD

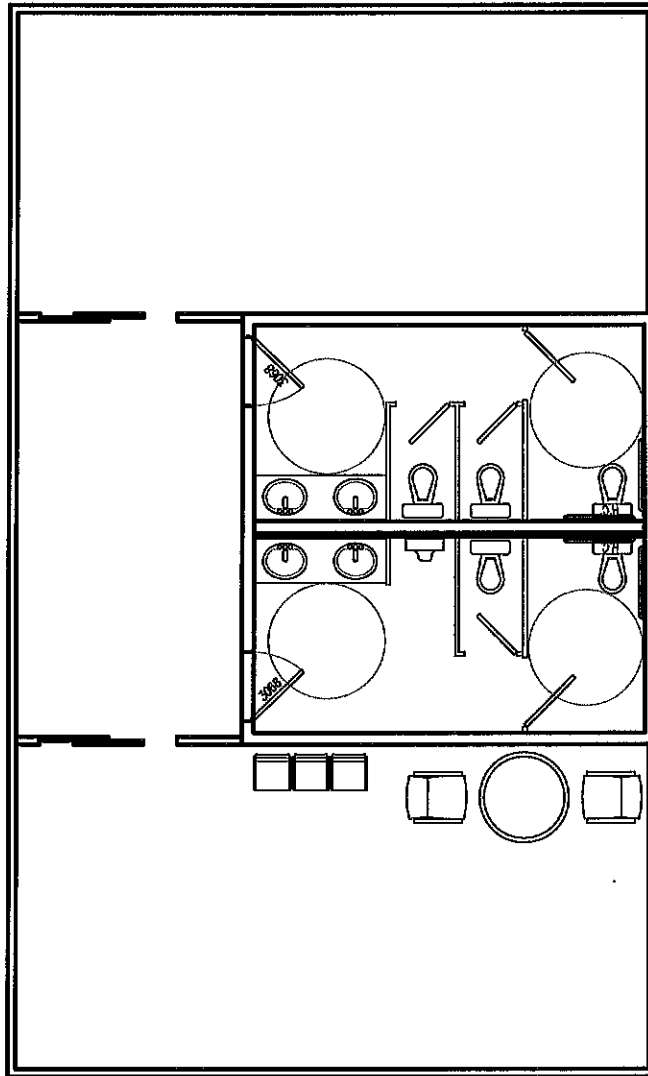
AREA 1 BREAK ROOM

SQUARE FOOTAGE: 660



RLD

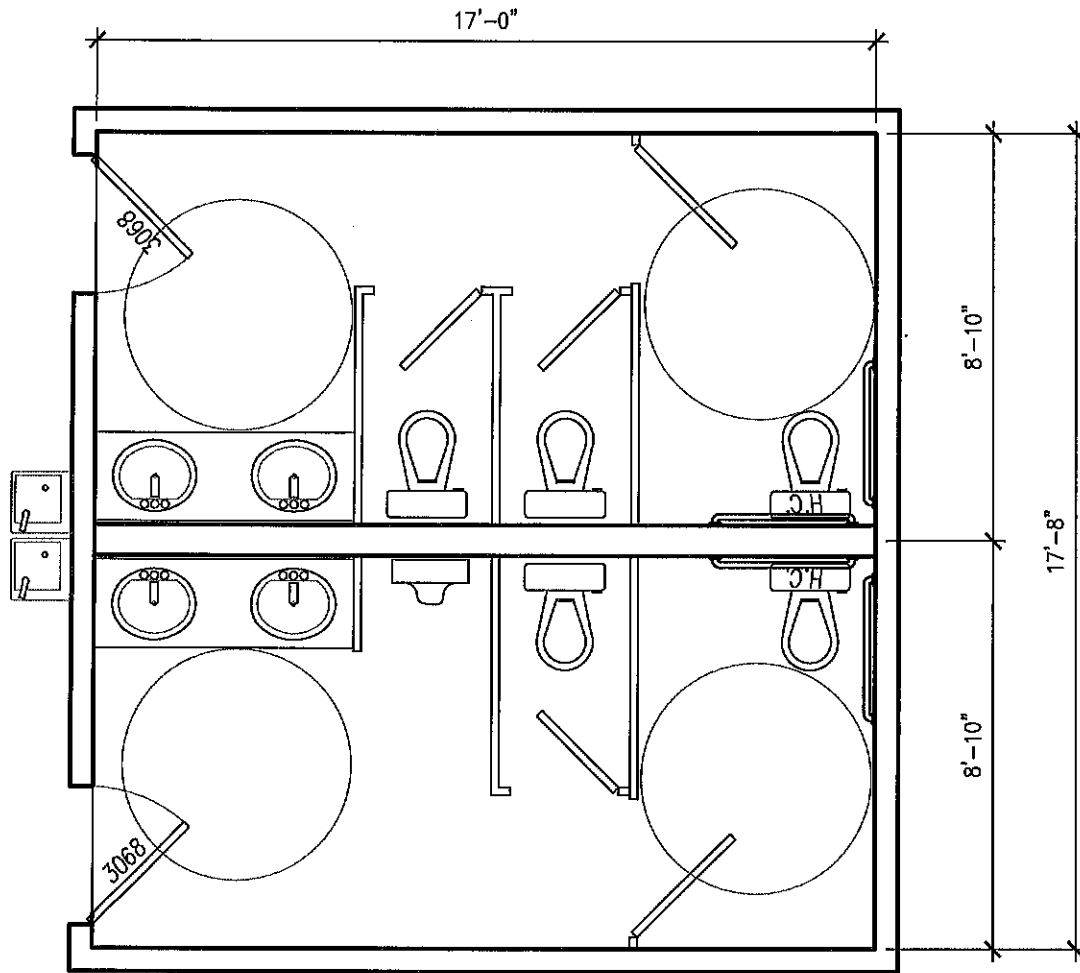
AREA 2 LOBBY



RLD

AREA 3 PUBLIC RESTROOM

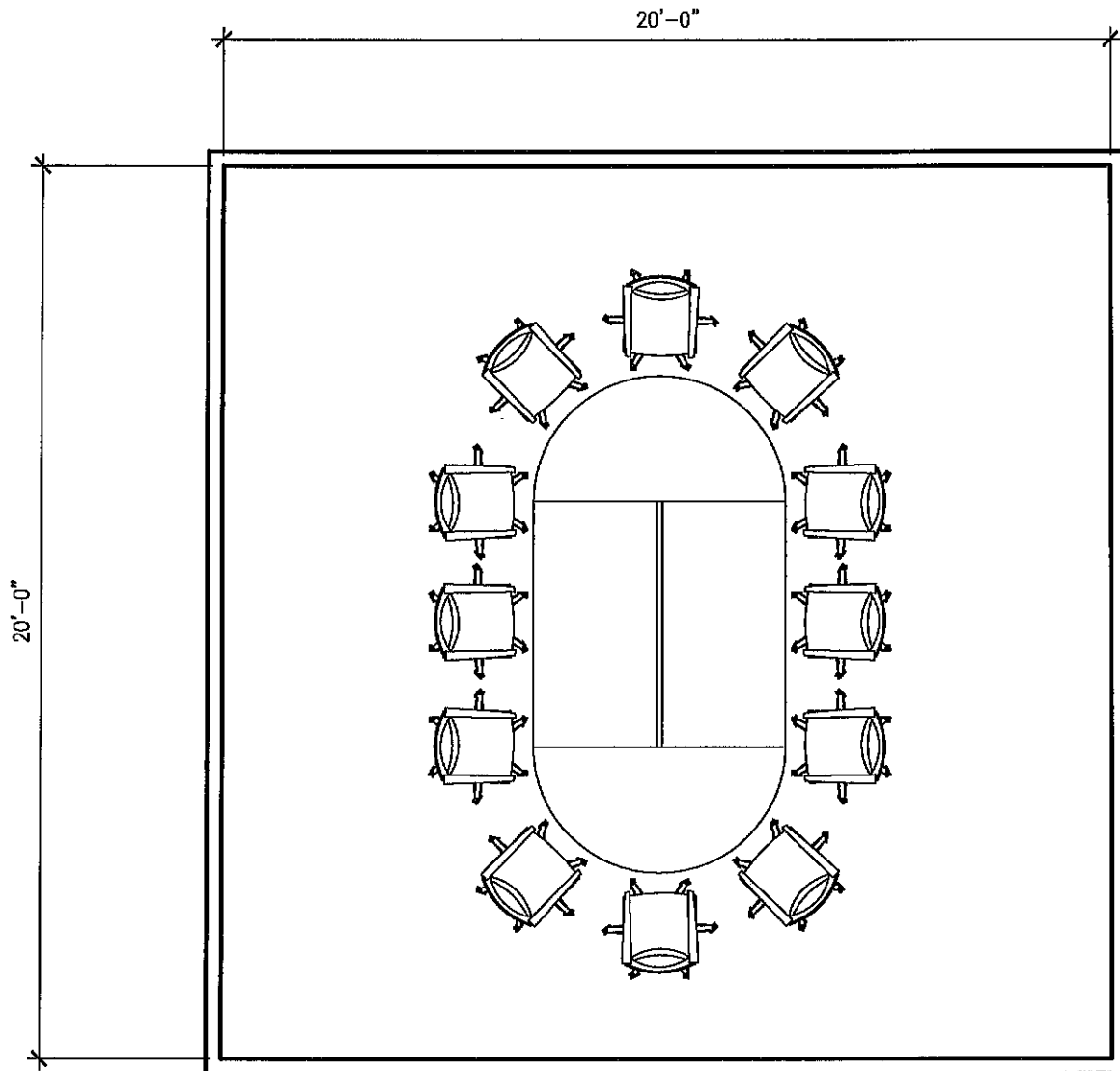
SQUARE FOOTAGE: 300



RLD

AREA 4 LARGE CONFERENCE RM

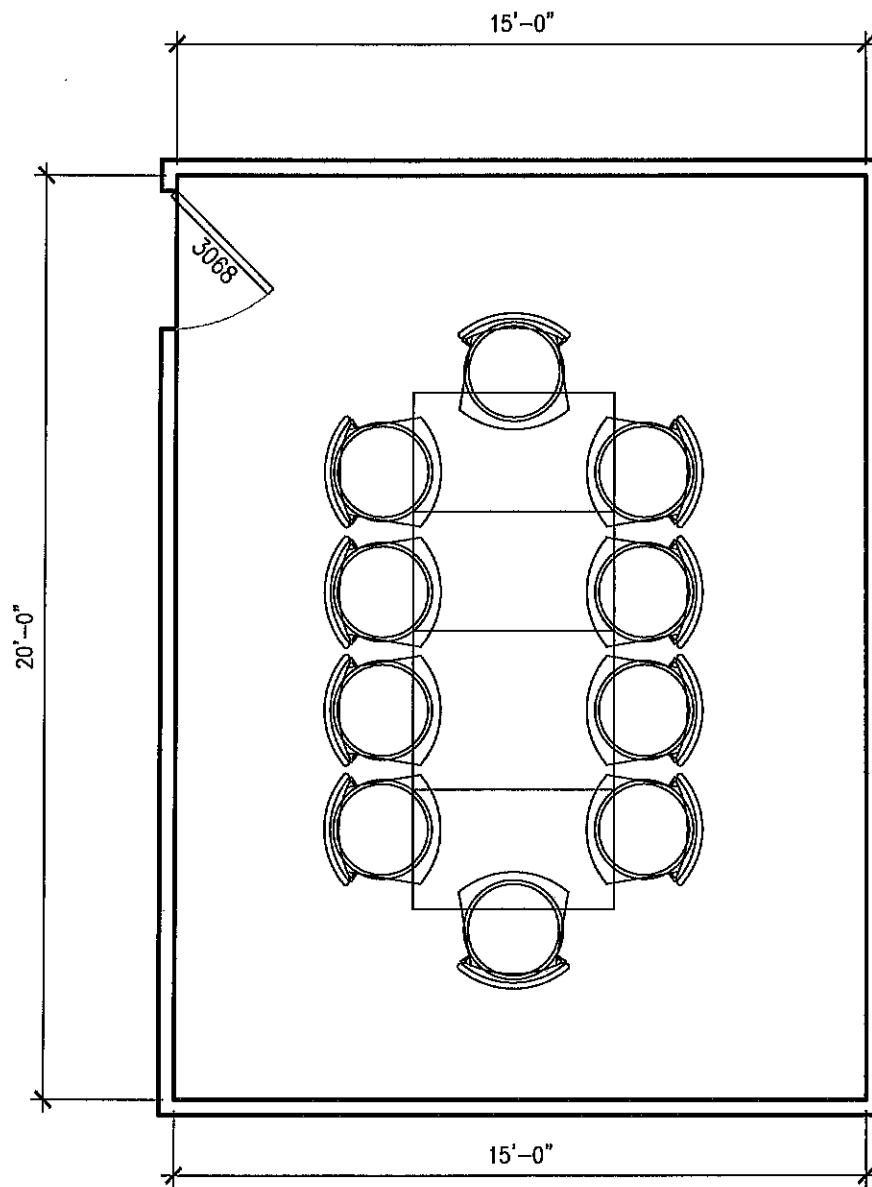
SQUARE FOOTAGE: 400



RLD

AREA 5 SMALL CONFERENCE RM

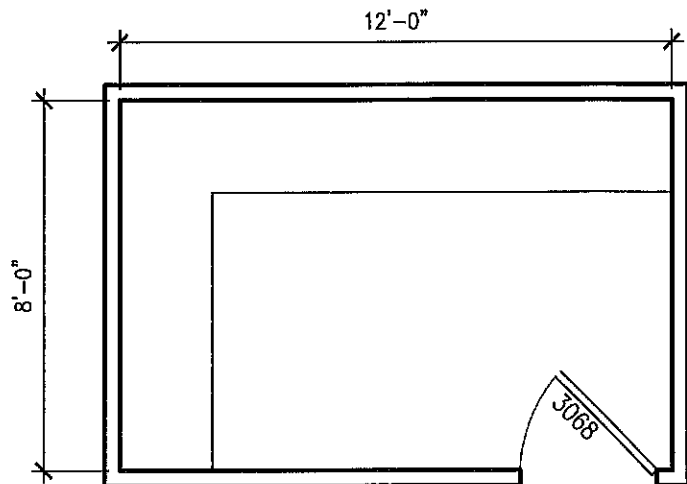
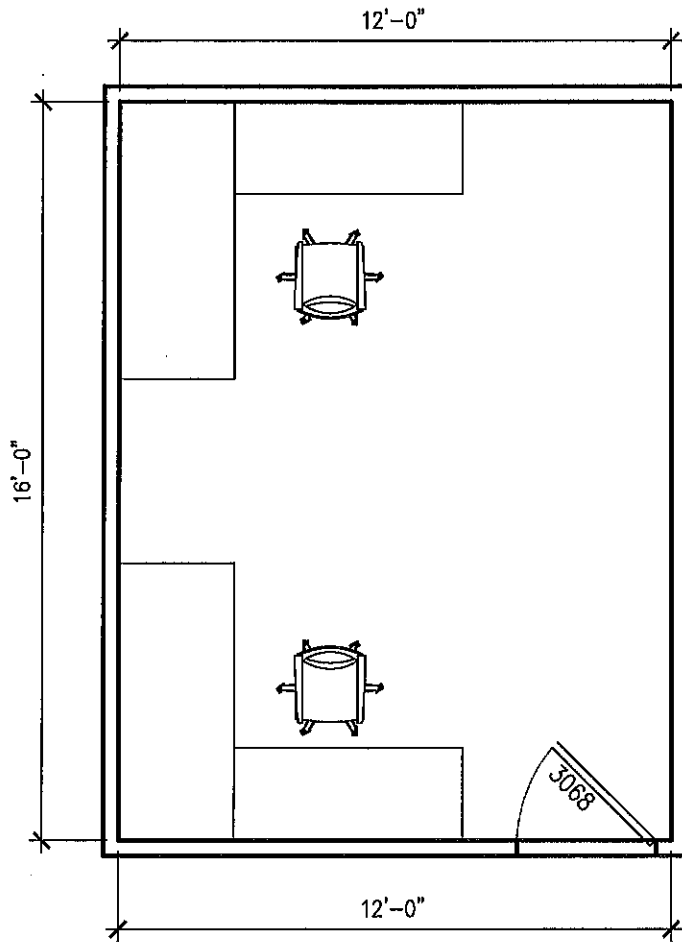
SQUARE FOOTAGE: 300



RLD

AREA 6 IT/SERVER RM

IT OFFICE
SQUARE FOOTAGE: 192

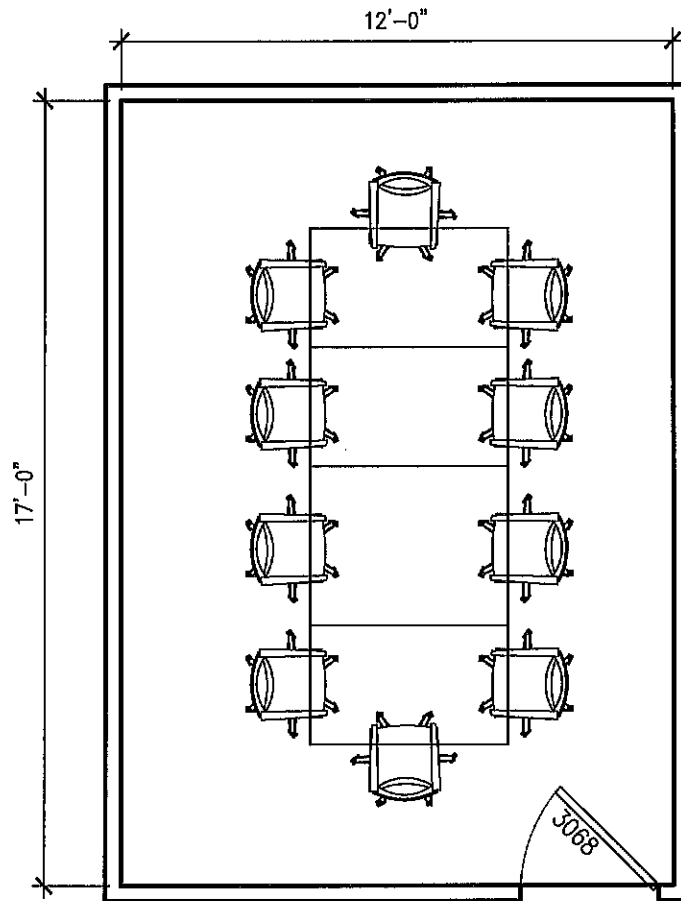


IT SERVER RM
SQUARE FOOTAGE: 96

RLD

AREA 7 SMALL CONFERENCE RM

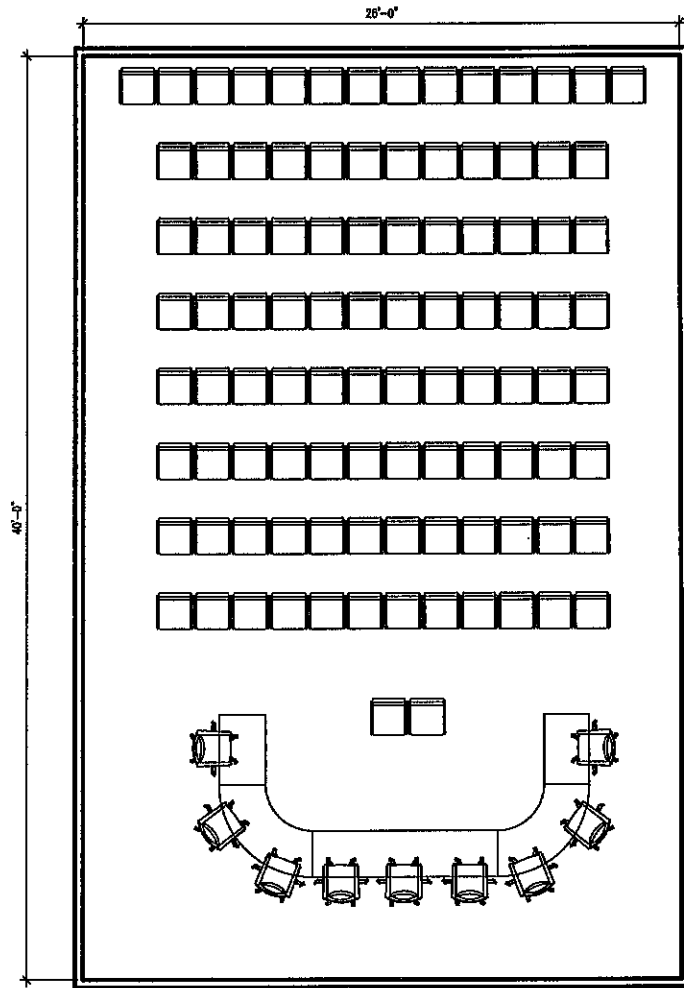
SQUARE FOOTAGE: 200



RLD

AREA 8 TRAINING RM

SQUARE FOOTAGE: 1040

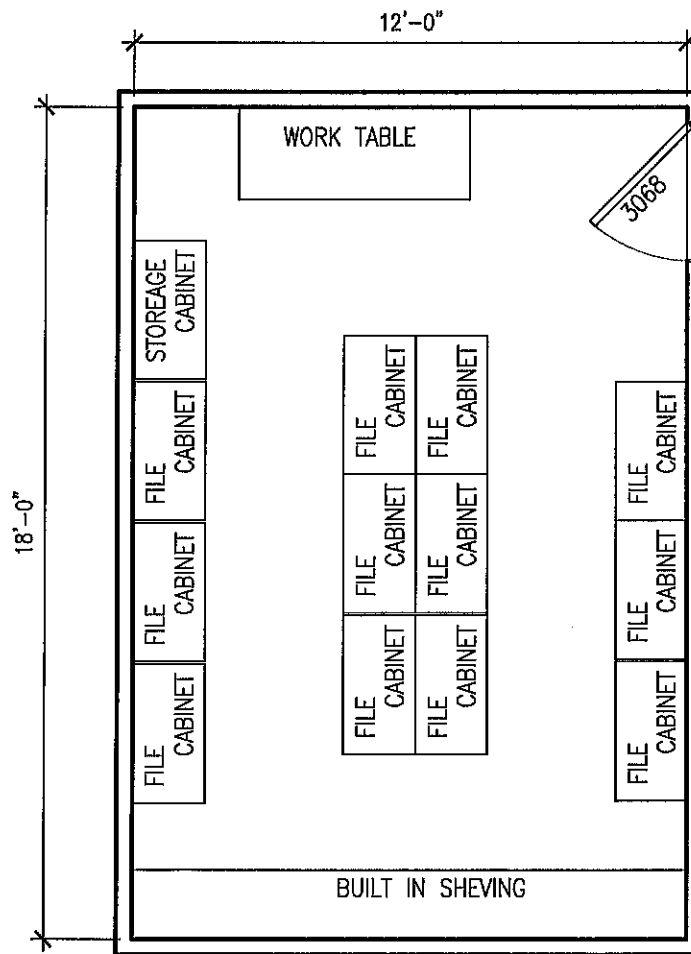


RLD

AREA 9/11 STORAGE/FILE RM

SQUARE FOOTAGE: 216

REQUIRED 4:
CID
PHARMACY
REALESTATE
ACCOUNTANCY

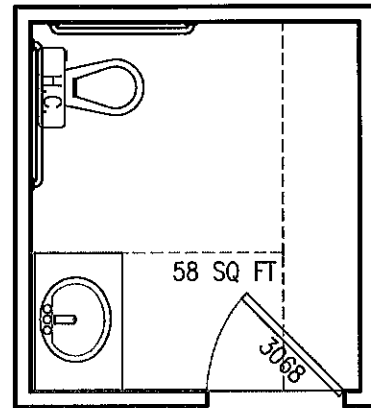
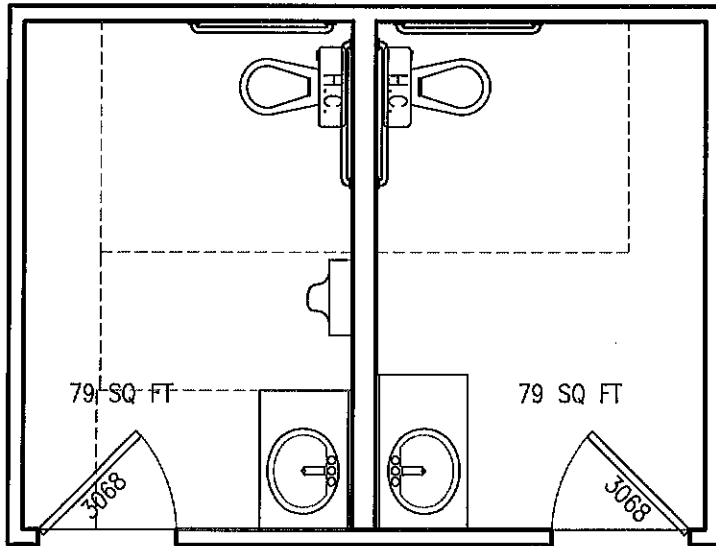


RLD

AREA 10 PRIVATE RESTROOM

REQUIRED 4:
3 MALE
3 FEMALE
with locking doors

SQUARE FOOTAGE: 79 EA
TOTAL 316



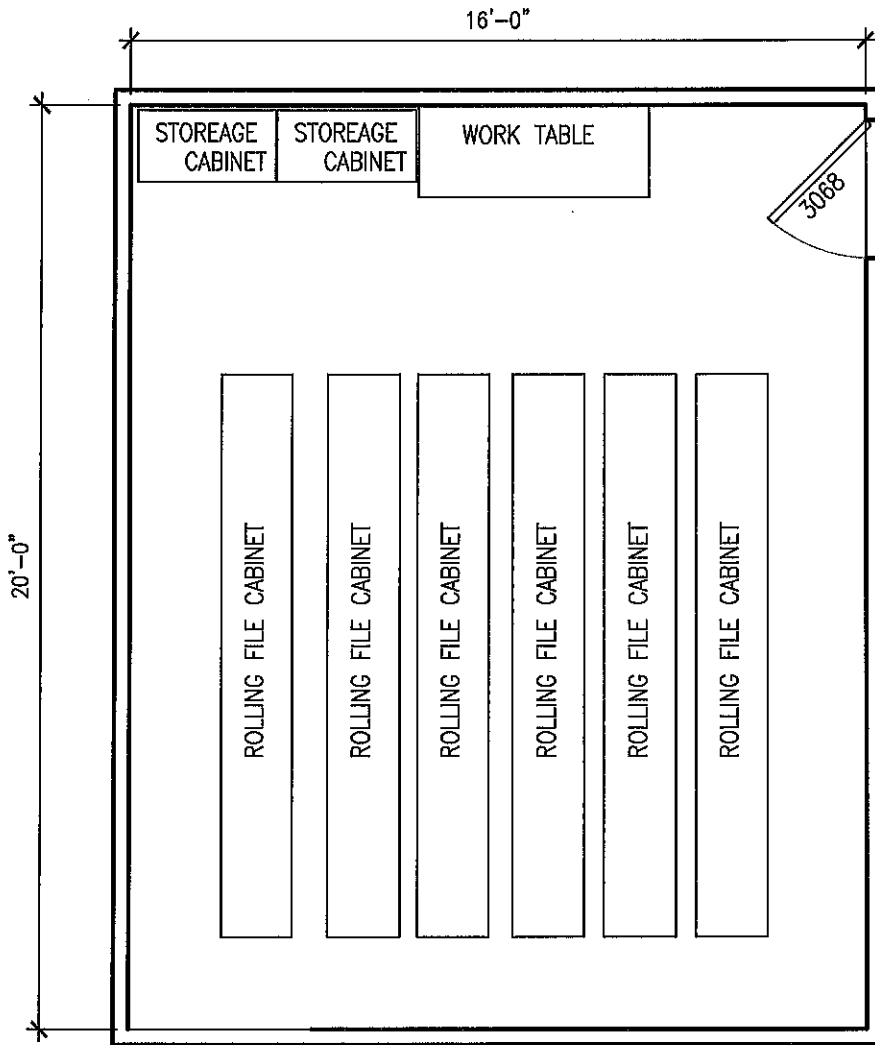
minimum requirement
with out urinal

RLD

AREA 11 STORAGE RM

OPTIONAL:
REALESTATE
ACCOUNTANCY

SQUARE FOOTAGE: 320

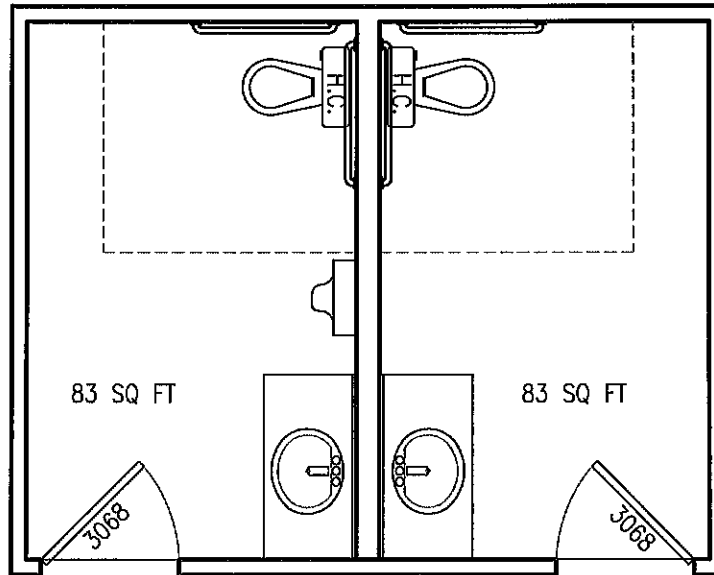


RLD

AREA 10 PRIVATE RESTROOM

REQUIRED 4:
2 MALE
2 FEMALE

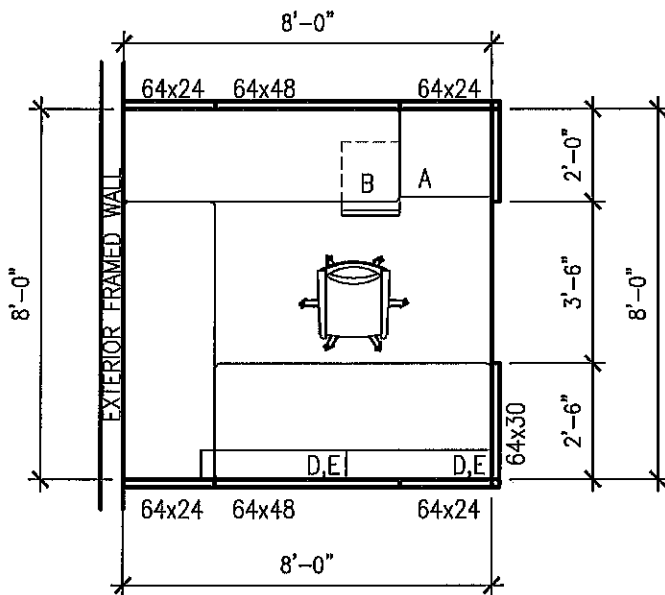
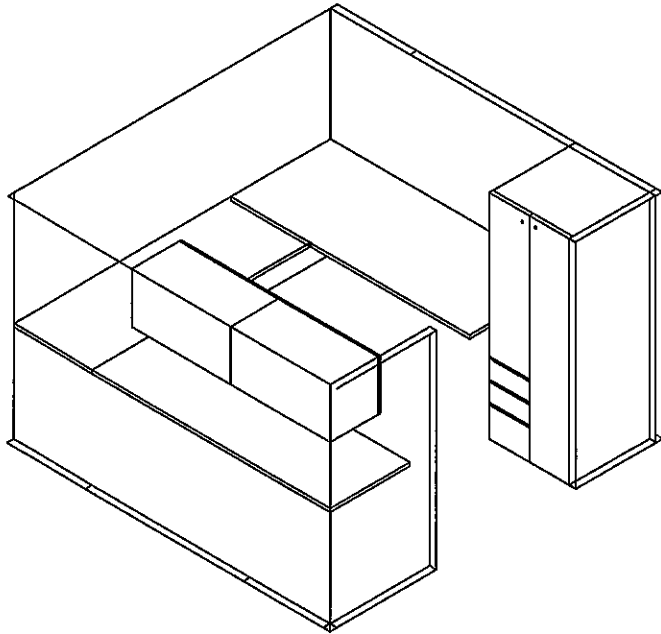
SQUARE FOOTAGE: 83 EA



RLD

AREA 12 WORK STATION 2

SQUARE FOOTAGE: 64



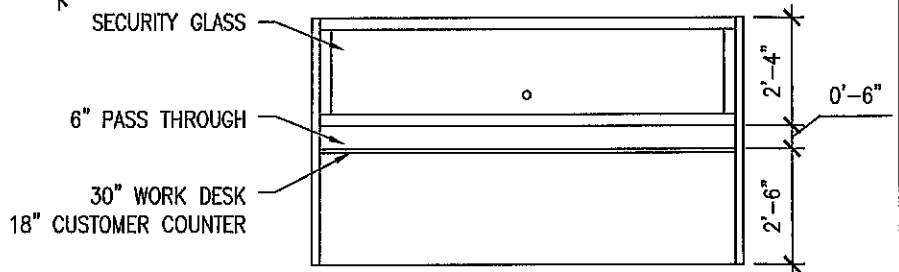
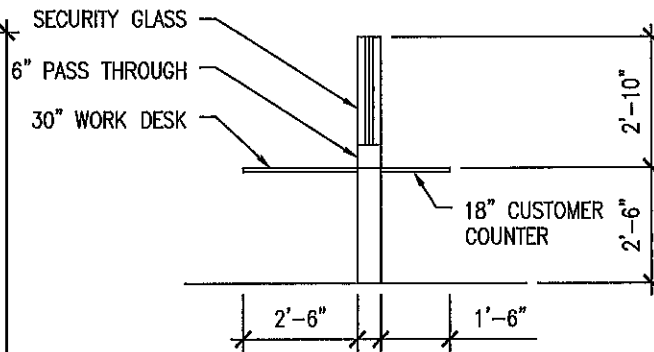
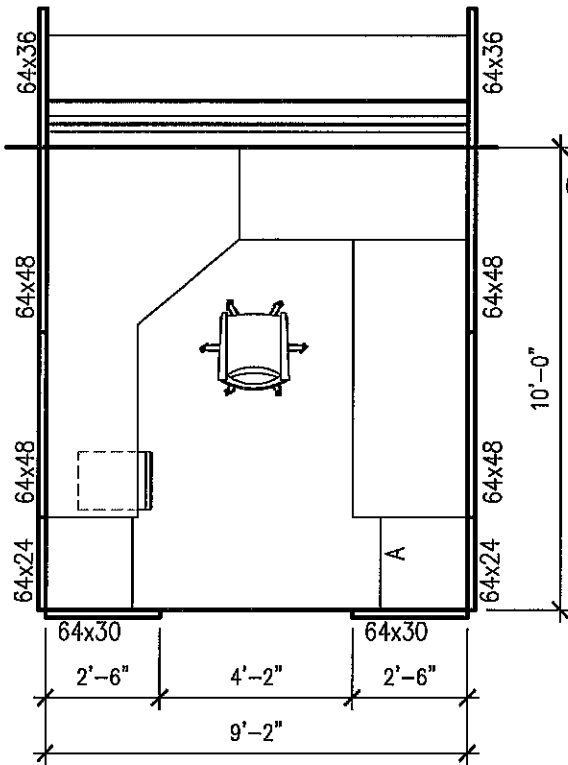
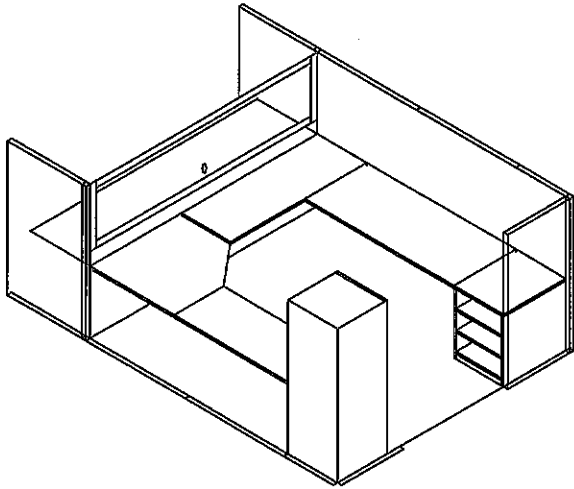
WORKSTATION 1

- A. WARDROBE STORAGE CABINET
- B. UNDER CABINET FILE
- C. 24x36 FILE
- D. PANEL MOUNTED OVERHEAD
- E. TASK LIGHT
- F. KEYBOARD TRAY
- ~~G. PENCIL DRAWER~~

RLD

AREA 12 RECEPTIONIST AREA

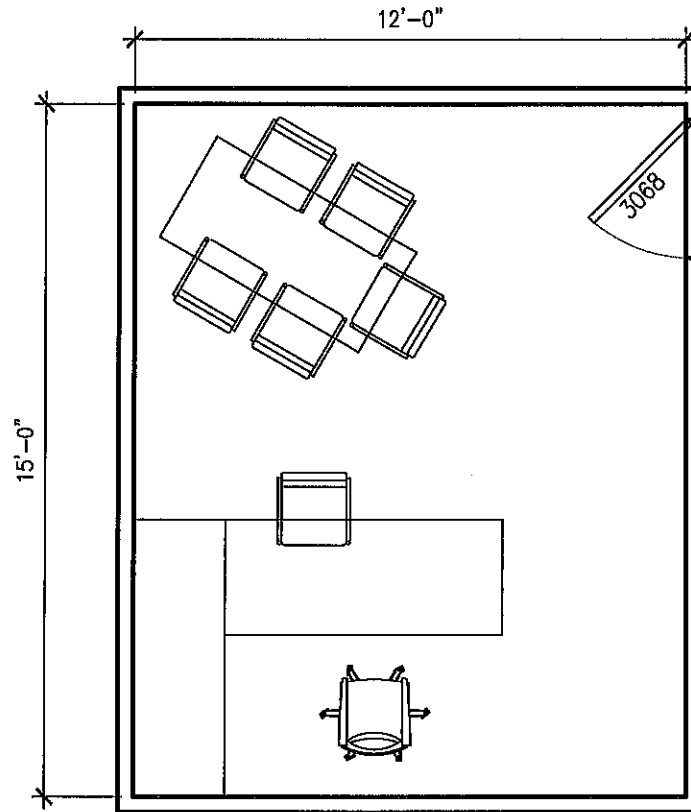
SQUARE FOOTAGE: 92



RLD

AREA 13 DIRECTOR, DEPUTY DIRECTOR,
CHIEF GENERAL COUNCIL, ATTORNEY

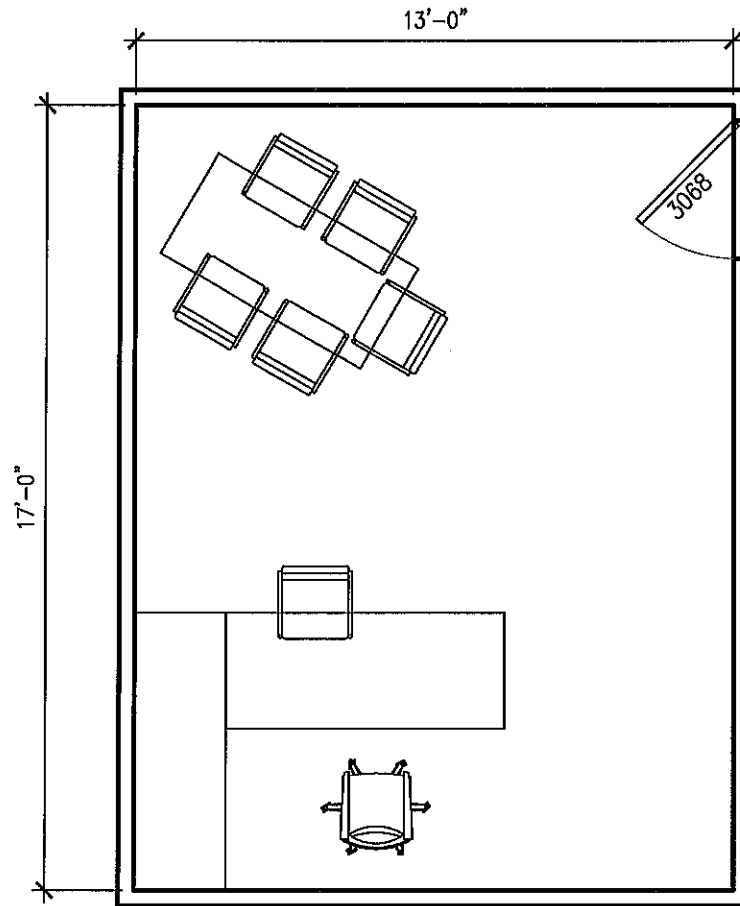
SQUARE FOOTAGE: 180



RLD

AREA 14 DEPUTY SUPERINTENDANT / DIRECTORS OFFICE

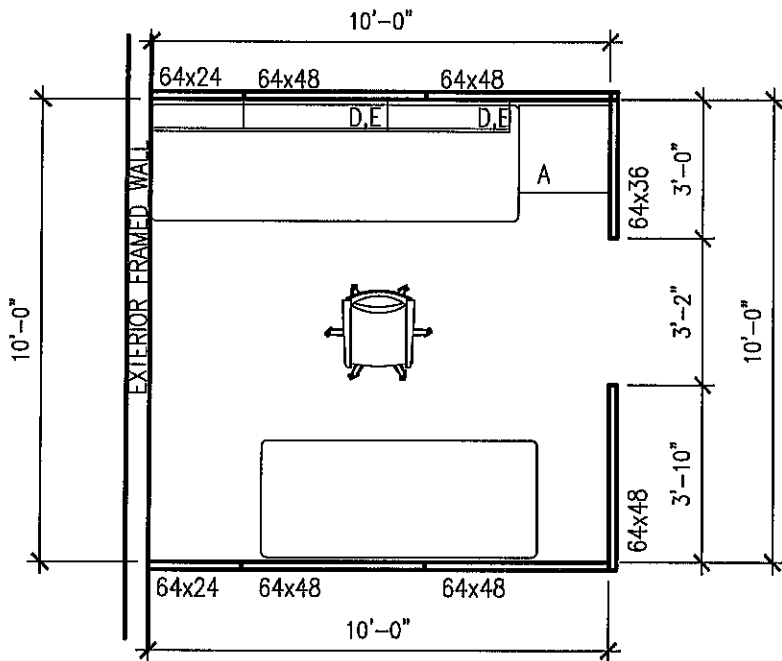
SQUARE FOOTAGE: 221



RLD

AREA 15 PLAN REVIEW OFFICE

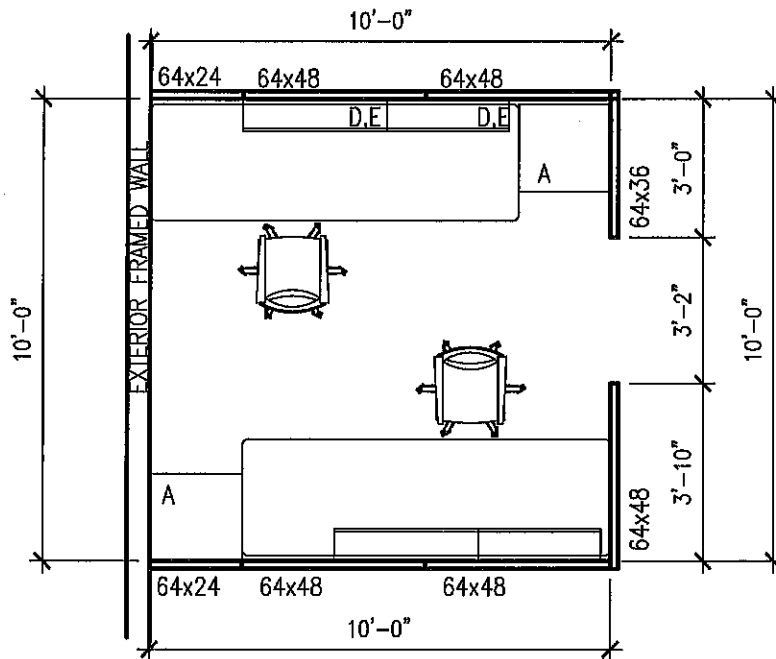
SQUARE FOOTAGE: 100



RLD

AREA 17 CCD OFFICERS

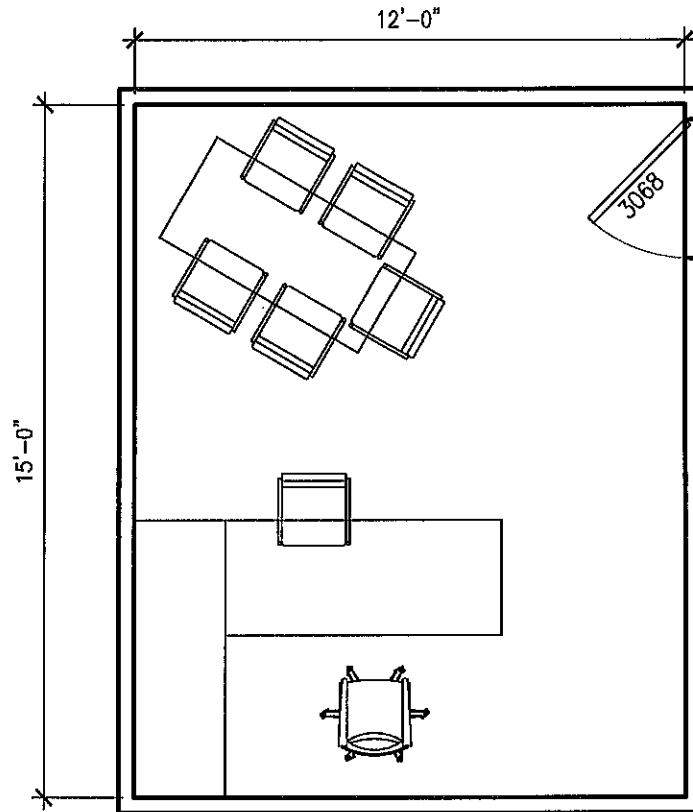
SQUARE FOOTAGE: 100



RLD

AREA 16 SUPERVISOR AREA

SQUARE FOOTAGE: 180



RLD

AREA TEST CARREL

