

**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. Floor perimeters at partitions shall have wood rubber or vinyl or carpet base.
- C. 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.
- D. 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.
- E. Floor covering shall be installed in accordance with manufacturer's instructions to lie smoothly and evenly.
- F. Carpet shall be replaced every five years, unless otherwise agreed.
- G. The Carpet and Rug Institute (CRI), Commercial -and other Green guidelines must be followed.
- H. Edge protectors in all main hallway corridors.
- I. 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.

- ii. 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:

Attachment D

- Include under Description:
 - 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.
- Certificate Holder should be:
 - State of New Mexico
 - c/o GSD/Facilities Management Division
 - Asset Management Bureau, Leasing
 - P.O. Box 6850
 - Santa Fe, NM 87502