

MODIFICATIONS

ITN Lease No.: 430:0188-Leon County

Addendum No. 2

Please be advised that the following changes are applicable to the original specifications of the above referenced ITN: Changes to the Specifications are indicated by **underline**, a ~~striketrough~~ indicates deletions.

1. Attachment A, Agency Specifications, Rehabilitation and Liquidation table is amended as follows:

REHABILITATION & LIQUIDATION

Quantity		Type of space & size needed <i>Personnel and Standard Support Areas</i>	Standard SF	SF	Voice	Data	Total Voice	Total Data
A.	1	Office(s) @ 225 SF each	225	225	1	2	1	2
B.	8	Office(s) @ <u>150</u> SF each	150	1200	2	2	16	16
C.	18	Work Stations @ <u>100</u> SF each	100	1800	1	2	18	36
D.	10	Workstation(s) @ <u>80</u> SF each	80	800	1	2	10	20
E.	8	Workstation(s) @ <u>60</u> SF each	60	480	1	1	8	8
F.	1	Reception @ <u>50</u> SF	50	50	1	2	1	2
G.	1	LAN Room @ <u>75</u> SF	75	75	2	4	2	4
H.	10	Open Files @ <u>9</u> SF	9	90	0	0	0	0
I.	1	Storage Room @ <u>100</u> SF	100	100	1	2	1	2
J.	1	Pantry @ <u>200</u> SF	200	200	0	0	0	0
K.	1	Copy Room @ <u>100</u> SF	100	100	1	2	1	2
L.	0	Conference Room for 10-12 people @ <u>350</u> SF	350	0	0	0	0	0
M.	1	Conference Room for 6-8 people @ <u>250</u> SF	250	250	1	2	1	2
N.	1	Open Team Work Area @ <u>100</u> SF	100	100	1	2	1	2
Sub Total – Personnel & Standard Support Areas				5,470			60	96
Circulation space (35%) for items A through N				1,915				
<i>Special Use Areas</i>								
O.		Main Reception Area 240 SF	250	0			0	0
P.		Service Counter/Waiting Area (separate hearing recpt room)		0			0	0
Q.		Interview Rooms @ 125 SF	125	0			0	0
R.		Secured Supply Rooms @ 350 SF	350	0			0	0
S.		Security Facilities @ 100 SF	100	0			0	0
T.	1	Mail Room & Supply @ 250 SF	250	250	1	2	1	2
U.		Central Document Storage/Processing @ 50 SF	50	0			0	0
V.		Conference Center @ 1,000 SF	1000	0			0	0

W.		Training Center @ 1,000 SF	1000	0			0	0
X.		LE Equipment Storage Secured @ 2000 SF	2000	0			0	0
Y.	1	IT Storage/Receiving/Workroom @ 200 100 SF	100	100	2	4	2	4
Z.		HSPD Security Room @ 150 SF	150	0			0	0
AA.	1	Secondary Wiring Closet @ 75 SF	75	75	1	2	1	2
BB.	1	Phone / Voice Room @ 75 SF	75	75	1	2	1	2
CC.		Security (IDS) Systems Room @ 150 SF	150	0			0	0
DD.	1	Central File Room @ 250 SF	250	250	1	1	1	1
Sub Total – Special Use Areas				750			13	17
Circulation space (30%) for items O through DD				225				
TOTALS:				8,360			73	113

2. Janitorial & Maintenance Services Addendum located on pages 46-48 of the ITN is amended as follows:

**STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
JANITORIAL & MAINTENANCE SERVICES ADDENDUM**

ADDENDUM: _____

LEASE NUMBER: _____

Lessor agrees to furnish janitorial and cleaning services as part of this Lease Agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid), and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accord with the following schedule:

FLOORS	
DAILY:	Carpeted areas – Vacuum. Non-carpeted areas – Dust mop. Remove gum and other materials. Spot damp mop to remove stains or spots.
WEEKLY:	Non-Carpeted areas – Damp mop and spray buff.
SEMI-ANNUALLY:	Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates.
	Strip, reseal and wax all normally waxed floors.
ANNUALLY:	Machine clean all carpets throughout the facility.
WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.	
WEEKLY:	Spot clean.
	Clean light switch plates and surrounding wall areas.
	Dust windowsills, ledges, fixtures, etc.

MONTHLY:	Dust or vacuum HVAC registers.
ANNUALLY:	Clean all light fixture diffuses and dust light bulbs.
WINDOWS AND GLASS	
DAILY:	Spot clean entrances and vicinity glass both in and outside.
	Spot clean directory and internal glass or windows.
SEMI-ANNUALLY:	Clean inside of external windows.
WATER FOUNTAINS	
DAILY:	Clean and sanitize.
	Replenish supply of disposable cups (if applicable).
FURNISHINGS	
AS NEEDED, BUT AT LEAST WEEKLY:	Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc. Do not disturb any papers lying on desks or cabinets Dust and clean all ornamental wall decorations, pictures, charts, chalkboards, etc. Dust draperies, venetian blinds, or curtains.
SEMI-ANNUALLY:	Vacuum all drapes, venetian blinds, or curtains.
TRASH AND REFUSE	
DAILY:	Empty and clean all trash receptacles. Receptacle liners are to be used. Change as necessary. Remove all collected trash to external dumpsters or trash containers. In conference rooms, reception areas, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.
CIGARETTE URNS AND ASHTRAYS	
DAILY:	Empty and clean all cigarette urns. Empty and damp wipe all ashtrays.
ELEVATORS – (If Applicable)	
DAILY:	If carpeted, vacuum. If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots. Clean hardware and control panels.
WEEKLY:	Vacuum door tracks. Damp mop floors and spray buff if not carpeted.
STAIRWELLS (If Applicable)	
DAILY:	Remove accumulated trash. Spot sweep as required.
WEEKLY:	Sweep. Dust mop to remove stains. Dust handrails, ledges, etc. Spot clean walls and doors.
RESTROOMS	
DAILY:	Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers. Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, and soap. Check and replace, as necessary, deodorizer bars/room air freshener units.
MONTHLY:	Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.
LOUNGE AND KITCHEN AREAS (If Applicable)	
DAILY:	Clean and sanitize sinks and counter areas.
EXTERIOR	

DAILY:	Sweep outside area immediately adjacent to building entrances. Keep parking lot and surrounding grass areas free of trash.
WEEKLY:	Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc.
PEST CONTROL	
MONTHLY:	Interior and exterior as needed.

MAINTENANCE SERVICES

1. Filters for HVAC shall be changed every 90 days at a minimum and more often as conditions warrant.
2. All painted surfaces in the facility shall be freshly painted at the commencement of this lease, if needed, and at least once every ~~three~~ **five** years thereafter during the lease term and any renewals thereof. Touch up painting to be done as needed.
3. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

In providing any or all of the before mentioned services:

1. Janitorial staff are to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.
2. Only actual employees of the janitorial contractor are to be admitted to the premises.
3. During after-hours cleaning, all outside doors are to be locked and janitorial staff are not to provide access into the facility to anyone.
4. Janitorial staff are to check exterior doors and windows to ensure the facility is secure at the time of leaving the facility.

(x) _____
 Lessee Signature

 Name /Title

 Date

(x) _____
 Lessor Signature

 Name /Title

 Date

(SEAL)

Any protest concerning this solicitation shall be made in accordance with Sections 120.57(3) and 255.25(3)(d) of the Florida Statutes and Rule 28-110 of the Florida Administrative Code. It is the Agency’s intent to ensure that specifications are written to obtain the best value for the State and that specifications are written to ensure competitiveness and fairness in the solicitation process. **NOTICE OF PROTEST OF THE SOLICITATION DOCUMENTS SHALL BE MADE WITHIN SEVENTY-TWO HOURS AFTER POSTING OF THE SOLICITATION.** Questions to the Official Contact Person shall not constitute formal notice. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.