

II. General Information

PURPOSE:

The purpose of this Solicitation for Proposal (SFP) is to obtain proposals to provide approximately 3,500 net usable square feet of office space for use by the PGCB. The space will accommodate approximately 10 - 12 Commonwealth employees and will include:

- 1) Private Offices or Space for Cubicles to Accommodate 10 - 12 employees.
- 2) 1 Conference Room
- 3) Kitchen Area
- 4) Storage/File/Copier Area
- 5) Server Room
- 6) Reception Area
- 7) Interview Room

The office space must be easily accessible to Interstate 81 between Exits 168 and 185. This space must provide employees with access to the building 24 hours a day 7 days a week and with parking for all 12 employees with 24 hour parking availability for at least 4 vehicles. Parking must be owned by the submitting property. Please define access to public transportation. ADA accessibility and conformance to state and local laws, codes and ordinances is required.

Proposals which offer space outside of these specifications will not be considered.

Proposers should prepare and submit proposals to be considered by the Commonwealth of Pennsylvania (Commonwealth) for a five-year lease (with options for two (2) two-year renewal terms to be occupied by the PGCB, alternately referred to as "premises."

ISSUING AGENT/OFFICE:

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Only the PGCB is authorized to negotiate the terms and conditions of a proposed lease agreement. No understanding shall be binding upon the PGCB until all of the following occur: (1) the parties' understanding has been reduced to a formal written lease agreement; (2) the lease agreement has received all necessary Commonwealth approvals;

(3) the lease agreement has been signed by the Executive Director for the PGCB; and (4) the fully executed lease agreement has been delivered by PGCB to the selected proposer.

SCOPE:

This SFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the services to be provided; requirements that must be met to be eligible for consideration; and other requirements to be met by each interested party.

RESPONSE DATE:

To be considered, proposals must arrive at the issuing office, on or before the date and time specified in the cover letter. **ALL LATE PROPOSALS SHALL BE REJECTED.**

NOTICE TO PROPOSERS OF PREVAILING WAGE REQUIREMENTS, IF APPLICABLE:

To the extent that a proposer offers to construct a new facility, to substantially rehabilitate an existing facility, or to substantially alter an existing facility in accordance with PGCB specifications/drawings, and the construction/substantial rehabilitation/substantial alterations will have a total estimated cost that exceeds \$25,000, the following prevailing wage requirements shall be included in the lease. "Substantial rehabilitation" is the conversion or adaptation of an existing facility into a safe, structurally sound building, by gutting and extensive re-construction, to make the building suitable for use by the PGCB. As a guideline, if the building foundations, building shell (outer walls, interior support walls or roof) or major building systems (HVAC, plumbing, electrical) are substantially altered or replaced, it is substantial rehabilitation. "Substantial alterations" are those alterations to an existing facility by the LESSOR in accordance with PGCB specifications/plans/drawings where final plans, drawings and specifications must be reviewed and approved by the PGCB. These terms do not include cosmetic improvements, routine maintenance, minor non-structural alterations and upgrades.

The lease shall require the LESSOR and LESSOR's contractor(s) to pay no less than the wage rates as issued by the Secretary of the Pennsylvania Department of Labor and Industry for each craft or classification of all workers needed to perform the contract(s) for the construction / substantial rehabilitation / substantial alterations of the facility.

The construction/substantial rehabilitation/substantial alterations required by the lease will be subject to the provisions, conditions, duties, requirements, remedies and penalties of the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et seq. The prevailing minimum wage predetermination, as issued by the Secretary of Labor and Industry, shall be attached to the lease and made a part of the lease. No workers may be employed in the

construction/substantial rehabilitation/substantial alterations, except in accordance with the classifications in the prevailing minimum wage predetermination of the Secretary of Labor and Industry.

The rent requested by proposers offering to construct a new facility or to substantially rehabilitate an existing facility or to make substantial alterations must take into consideration the requirement of the LESSOR and LESSOR's contractor(s) to pay no less than the prevailing wage rates issued by the Secretary of Labor and Industry.

In order to view the current prevailing wages for each craft or classification of workers needed to perform the contract(s) for the construction/substantial rehabilitation/substantial alterations of the leased facility for the locality where the facility will be constructed/substantially rehabilitated go to http://www.dli.state.pa.us/landi/li_apps/requestPW.asp and request the prevailing wages. These are the applicable wage rates provided a lease is negotiated and fully executed within 120 days of the Proposal Response Date. In the event the lease is not fully executed within this 120 day period, it will be necessary to request and obtain new, current prevailing minimum wage rates from the Secretary of Labor and Industry that the LESSOR or LESSOR's contractors must pay to those employees involved in the construction/improvement/alteration of the leased facility.

PROPOSALS MUST INCLUDE A STATEMENT INDICATING WHETHER OR NOT THE RENT IS BASED UPON THE REQUIREMENT TO PAY PREVAILING WAGES:

If, after receipt of proposals, the PGCB determines that the LESSOR and LESSOR's contractor(s) should pay the prevailing minimum wage rates when the LESSOR's proposal did not include consideration of this requirement, PGCB may give the proposer the opportunity to revise its offered rental amounts to include allowance for payment of prevailing wages. When such a determination is made, the lease shall require, or be amended to require, the LESSOR and LESSOR's contractor(s) to pay the prevailing minimum wage rates as issued by the Secretary of the Pennsylvania Department of Labor and Industry. If this occurs, the LESSOR and PGCB shall negotiate either an increase in the rental rate or the amount of a one-time payment to cover the increase in cost as a result of including this requirement. The lease will be subject to the provisions, conditions, duties, requirements, remedies and penalties of the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et seq.

SUBMISSION OF PROPOSALS:

To be considered, interested parties must submit a complete response to this SFP, using the format provided in the "Proposal Requirement" section of this document. An interested party will make no other distribution of the proposal. An official who is authorized to bind the interested party to its provisions must sign the proposal. For this SFP, the conditions of the proposal must remain valid for at least sixty (60) days from the date specified in the

cover letter. Moreover, the conditions of the selected proposal will become contractual obligations if a contract is entered into with the PGCB. A complete proposal package is necessary for evaluation of your proposal. Failure to include any of the required information or forms will delay evaluation of your proposal and may, at the PGCB's sole discretion, result in the rejection of your proposal.

The PGCB now allows alternate responses for one solicitation. In order to be considered as a complying submission, a proposal must initially adhere strictly to the solicitation specifications in all material regards. However, in addition to this component, a proposer may, at the proposer's discretion, submit one or more alternate proposals that vary from the specifications. In particular, the proposer may, by way of example, propose alternate finishes or spatial layouts that allow the proposer to submit a more competitive price proposal. The proposal must clearly label the primary proposal, and all alternates, and a clear breakdown of the price differentials should be delineated. PGCB will consider and evaluate the primary and all alternate proposals at its sole discretion.

TYPE OF AGREEMENT:

The selected party will be expected to enter into a lease agreement, a draft of which is attached as APPENDIX A of this SFP. The terms and conditions of this SFP and the selected party's proposal will be incorporated into the lease by reference.

REJECTION OF PROPOSALS:

The PGCB reserves the right to reject any and/or all proposals received as a result of this request, or to negotiate separately with competing contractors. If, in the opinion of the PGCB, contract negotiations with the selected party cannot be concluded within 60 days following the selected party's receipt of a draft lease agreement, the PGCB may at its sole discretion, immediately discontinue negotiations with the selected party and commence negotiations with any other interested party.

INCURRING COSTS:

The PGCB is not liable for any costs incurred by interested parties related to the preparation of their proposals for this SFP.

ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the interested party's ability to meet the requirements of the SFP.

ORAL PRESENTATION:

An interested party that submits a proposal may be required to make an oral presentation of its development plan to PGCB.

AMENDMENT TO THE SFP:

If it becomes necessary to revise any part of this SFP, an amendment will be issued to all interested parties who received the original SFP. For any interested party who downloads the SFP from the PGCB website, it will be that party's responsibility to check the website for amendments to the SFP prior to the submission of its proposal.

SELECTED PARTY RESPONSIBILITIES:

The selected party will be required to assume responsibility for all services offered in the proposal whether or not the selected party actually performs them. Further, the PGCB will consider the selected party to be the sole point of contact with regard to contractual matters.

DISCLOSURE OF PROPOSAL CONTENTS:

1. **Confidential Information.** The PGCB is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of proposers' submissions in order to evaluate proposals submitted in response to this SFP. Accordingly, except as provided herein, proposers should not label proposal submissions as confidential or proprietary or trade secret protected. Any proposer who determines that it must divulge such information as part of its proposal must submit a signed written statement by a representative of the proposer as to what information is confidential and must additionally provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
2. **PGCB Use.** All material submitted with the proposal shall be considered the property of the PGCB and may be returned only at the Issuing Office's option. The PGCB has the right to use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a lease. Notwithstanding any proposer copyright designations contained on proposals, the PGCB shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

3. **Public Disclosure.** Public records requests for proposals are governed by and shall be handled in the following manner:

After the award of a lease pursuant to this SFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq., commencing January 1, 2009. The SFP, winning proposal, and lease will be placed on the Treasury Website at <http://www.patreasury.gov/eContracts.html> in accordance with 65 P.S. §67.1701.

If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt from disclosure under 65 P.S. § 67.708(b)(11).

NEWS RELEASES:

News releases pertaining to this project will be made in coordination with the Issuing Office, and subject to PGCB approval.

FACILITY ACCESS:

Consistent with safety and operational factors, the selected proposer will provide the PGCB unlimited access to the leased premises during the construction period.

PENNSYLVANIA STATE SALES AND USE TAX:

The proposed facility is subject to all applicable Pennsylvania Sales and Use Tax legislation. There is no special tax exemption for this project.

ORDER OF PRECEDENCE:

If any discrepancies in interpretation arise, the terms of the Lease Agreement are the first point of reference, the Solicitation for Proposal and all attachments are the second, and the Proposal is the third.

PROPOSAL REQUIREMENTS

INTRODUCTION:

This section contains instructions governing the proposals to be submitted and the material to be included in the proposal. The proposal shall be submitted in the format delineated below.

It is the obligation of the proposer to become fully cognizant of all factors relevant to the site including, but not limited to, existing and surrounding zoning and zoning requirements, physical characteristics and conditions of the site and improvements, asbestos and environmental hazards, adequacy of public facilities, utility services, legal restrictions, and all other information relating to legal requirements, land-use planning, or design requirements and restraints.

REQUIRED DOCUMENTS:

The following required documents must be completed accurately and submitted as part of your proposal (**APPENDIX B**):

1. Proposal to Lease Space to the Pennsylvania Gaming Control Board

• As indicated on this form, certain required services should be included as part of your proposal. The required services are, but are not limited, to the following:

1. All Utilities
2. Janitorial Services and Supplies (please check the janitorial schedule included as Exhibit B in the sample lease – Appendix A.)
3. Trash Removal
4. Snow and Ice Removal
5. Sewer and Water
6. Lawn and Shrub Care
7. Acquisition of the Site
8. Permitting
9. All Professional Fees
10. Financing
11. Building Construction
12. Real Estate Taxes
13. Insurance

2. LESSOR Identity Disclosure

- 3. Agency Agreement/Limited Agent Authority**
- 4. Contractor Responsibility Certification**
- 5. Acknowledgment/Usable Area Definition**

In addition to the required standard forms, a graphic schedule and narrative on the schedule through the design and construction phases of the project is required. This schedule will be used to complete Section 15 of the draft lease agreement (**APPENDIX A**), and will include how the proposer plans to meet its proposed final completion date of October 15, 2014. The schedule for the development of the site should include but are not limited to:

- Test Fit
- Site Control
- Code and Building Permit Approvals
- Construction
- Utility Disconnect/Reconnect

ADDITIONAL INFORMATION:

In order to assist with the evaluation of your proposal, the following should be included with your proposal package:

1. Drawings - Site Plan(s), Floor Plans, Elevations, and Building Sections.
2. Photographs - Please mark photographs for easy reference.
3. Any documentation the proposer determines to be necessary to explain the proposal.

III. Proposal Requirements / Leasing Specifications

A. Introduction

This document describes the office design and specifications for the Pennsylvania Gaming Control Board (LESSEE), Northeastern Pennsylvania offices, which will require approximately **3,500** useable square footage.

After an evaluation of the functions and organizational relationships and the objectives and requirements for the Pennsylvania Gaming Control Board Offices and programs in the Northeastern Pennsylvania area, this material provides optimal facilities for the functionality of the Office.

It is important that proposed offices be located in close proximity to Interstate 81 between exits 168 and 185. It is also important that all submitting properties specifically address their parking requirement for 14 cars, 4 of which will require 24 hour, 7 days a week parking accommodations. Hotel accommodations and other amenities such as restaurants should be located in the immediate vicinity of the proposed office location and should be identified in your responses. Please describe public transportation serving the proposed office location.

LESSOR and LESSEE agree that specification changes necessary to effectively utilize a specific facility may be made, provided that any such substitution, changes or work are agreed to in writing by the LESSOR and LESSEE.

The LESSOR shall retain professional space planning/interior design services and provide them to the LESSEE as a part of this project. These services shall be performed by an architectural or commercial interior design firm fully experienced in all aspects of office design.

The LESSEE shall have final approval of this firm and the individuals assigned to the project. Detailed descriptions of the interior design services required by the LESSEE are included in a separate part of this document.

The adaptation of these requirements and specifications to a particular design and site or to a current structure is an architectural/engineering design issue which must be resolved at LESSOR's expense as part of the proposal.

The Project must be assumed to include all labor, material, and equipment. Labor, material and equipment not specifically shown or described but properly inferable from the documents as necessary for the finished project shall be performed and supplied by LESSOR in accordance with the best recognized standards of the trade.

LESSOR shall be responsible for obtaining all permits and approvals of any kind necessary for the proper and lawful execution of the work. This shall be done at his own expense.

During the lease term, the Commonwealth must be offered the option to upgrade existing space from lower to higher use, or to make additional alterations and renovations to the facility. This offer must apply during the initial term, the option periods, or subsequently negotiated extensions. It is understood that reimbursement will be made to the LESSOR by lease amendment as noted in the terms and conditions.

The Commonwealth requires 7-day a week, 24-hour access, and use of the premises and lease amenities as necessary.

B. Office Design Color Coordination

Floor covering, wall covering, furniture partitions, counter surfaces, and window treatments will be color coordinated with colors as designated by the Pennsylvania Gaming Control Board.

C. General Specifications

The following general design requirements shall apply to the design of all areas unless specific exception is noted for the item in question in the Description of Spaces, or where specifically exempted by prevailing law or superseding regulation. **NO GRANDFATHERING OF ANY LAWS, CODES, OR STANDARDS WILL BE ALLOWED.**

CODES AND STANDARDS:

Act No. 166 of the 1988 Pa. Legislature (or later revisions) regarding persons with disabilities. Applicable sections of the ANSI and ADA, Act 101-336 of 1990 shall supersede the PA Acts when PA Acts are less stringent.

Society for Environmental Graphic Design: "Clarification and Interpretation of the ADA Signage Requirements."

BOCA National Code Series - Latest Edition, including Basic Building Code; Fire Prevention Code; Mechanical Code; and relevant codes and standards referenced therein.

Fire and Panic Code - Pennsylvania Department of Labor and Industry.

Pennsylvania Act 222 - Building Energy Conservation Law.

Energy Policy Act of 1992 (P.L. 102-486).

The latest revision of ASH RAE/IES Standards 90.1 "Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings."

OSHA - Latest edition (July 1, 1982, plus subsequent revisions to date).

NFPA - Latest edition, with particular emphasis on Sections #1 - Fire Prevention Code; #10 - Portable Fire Extinguishers; #13 - Installation of Sprinkler System; #13A - Maintenance of Sprinklers Systems; and #14 - Standpipe and Hose Systems.

NFPA 101 - Life Safety Code, latest edition.

Hazardous Materials - No asbestos insulation or asbestos-based materials may be used in construction or remain on the site. Hazardous materials notification, as required by law, shall be provided to LESSEE who will notify affected employees.

Radon Gas Exposure - The site shall be evaluated prior to occupancy for radiation level and Radon/Radon Progeny concentration. If Radon/Radon Progeny levels are above EPA Recommended Standards as existing at the time of occupancy of the premise by LESSEE, plans for corrective action in the HVAC specifications will be required. If at any time during occupancy the Radon/Radon Progeny levels exceed the EPA recommendations at that time, the LESSOR shall take necessary corrective action upon notification in writing by the LESSEE. Such action must be taken within two months of the notification.

Flood Plain - Site can be inside flood plain but above the 100-year flood zone as defined by the Federal Emergency Management Agency and United States Army Corps of Engineers.

Wastewater - Any proposed facility may be connected to either public or private sewer or water systems. These systems must have legal and adequate treatment systems and capabilities for the proposed use. The resulting connections and/or utilization of either public or private systems must be in compliance with local, state, or federal laws, rules, and regulations.

Sound and Noise Control - The LESSOR shall maintain construction practices and materials to conform with STC ratings in accordance with ASTM E-90-83.

D. Space Planning/Interior Design Services

These services are to insure that the final character and configuration of the new space, furnishings, and equipment fully satisfy the functional and aesthetic requirements of the LESSEE while meeting all applicable codes and regulations. These services shall include but are not necessarily limited to the following:

- Development of work schedule to meet project deadlines.
- Verification of the various project requirements, personnel counts, and space allocations contained elsewhere in this document.
- Establishment of adjacency requirements.
- Verification of vacant and projected positions.
- Identification of existing furnishings and equipment to be accommodated in the new facility.
- Documentation of power and signal requirements for each workstation, office, or special area and preparation of all related drawings.
- Recommendation of interior finishes, colors and materials, the preparation of illustration or color boards and a complete finish schedule.

- Provide input during the conceptual design of the building to help insure a high degree of efficiency and compatibility with the needs of the LESSEE, particularly in regard to the floor plan layouts and the required building dimensions.
- Development of schematic or block floor plan layouts.
- Physical verification of all interior building dimensions and conditions.
- Preparation of design development drawings based on the approved schematics, typical workstations, and Commonwealth guidelines for access and circulation.
- Review and revise design development drawings as required to gain final LESSEE approval.
- Assist LESSOR and LESSEE in the review and evaluation of competitive proposals.
- Schedule and coordinate the delivery and installation of all interior items including the refurbishment of previously owned items.
- Visit the job site as required during the course of the project to resolve any problems that may arise and monitor the quality and progress of installation of all interior items.
- Participate in the final inspection and preparation of the punch list for all interior items.

Provide the tenant with accurate as installed drawings for all interior items on hard copy drawn to a minimum 1/8" = 1'0" scale.

E. Office Layout and Design Specifications

Office reception area shall consist of approximately 288 useable square footage. Unhindered public entrance to the reception area is required during office hours, 7:30 AM - 6:00 PM Monday through Friday.

The reception area must include space to accommodate a desk and be equipped with a call buzzer or telephone to contact staff for assistance during normal business hours.

Entrance from reception area to Office Suite must be accomplished by the use of keyless entry system compatible with the HID Proximity Access Cards. This is more fully explained in the "Common Facilities" section in this document.

F. Entrance and Exit Specifications

The entrance to the building and premises must be compliant with the Americans with Disabilities Act. The entrance door shall be accessible by staff members utilizing a keyless entry system compatible with HID Proximity Access Cards.

If Office Suite is located on the 2nd floor or higher, an unattended elevator shall be available. The elevator must be compliant with the Americans with Disabilities Act. The Elevator Contractor must be an elevator manufacturer or authorized manufacturer's franchise holder. Acceptable manufacturers are Dover, Otis Elevator Company or equivalent.

LESSOR shall be responsible for maintenance of all licenses and permits provided, as well, as all required inspections and tests. Elevators shall comply with applicable building and elevator codes, including but not limited to the following:

- ANSI A17.1
- National Electric Code
- PA Department of Labor and Industry Elevator Regulations
- Americans with Disabilities Act
- Uniform Federal Accessibility Standards

The elevators are required to meet the following standards as approved by the LESSEE:

- A minimum standard speed of 200 FPM.
- Logic control system shall be a microprocessor-based closed loop control systems and shall be provided to perform all the functions of safe elevator motor and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.
- Each controller cabinet containing memory equipment shall be properly shielded from line pollution. The microcomputer system shall be designed to accept reprogramming with minimum system downtime.
- The door operator shall be microprocessor-based and reside in the door operator controlling all functions of the door. The microprocessor door operator shall be linked to the main microprocessor through a serial communications link.
- A new pump and power unit, oil pumping, and control mechanism shall be compactly and neatly designed with all of the components combined in a self-contained unit; oil reservoir with tank cover and controller compartment with cover; and oil-hydraulic pump; an electric motor; and oil control unit built into a

single housing, a high pressure relief valve; a check valve; and automatic unloading up start valve; a lowering and leveling valve; and a magnetic controller.

- The pump shall be specially designed and manufactured for oil-hydraulic elevator service. It shall be of the positive displacement type, inherently designed for steady discharge with minimum pulsations to give smooth and quiet operation. Output of pump shall not vary more than 10% between no load and full load on the elevator car.

The elevator(s) shall include complete operational and control systems, new door operators, car operating stations, hall button fixtures, new cab and hoist way doors, complete cab modernization and various adjustments, safety tests and related repairs.

FIRE PROTECTION:

The LESSOR shall provide safety features and fire prevention equipment that complies with state and local codes. The leased space and building in which the LESSEE is housed shall be protected by a centrally controlled and annunciated, non-coded, ADA compliant fire alarm system. The system shall include audible and visual alert devices, manual pull stations, and automatic heat/smoke detectors. Smoke alarms shall be hardwired to local fire departments or a central dispatch station. A drystand pipe must be located in the Office Suite or within 5 feet of the reception entrance. All smoke detectors shall have a battery back-up in case of a power failure. The system shall be designed, installed, and maintained in conformance with NFPA 72 National Fire Alarm Code and federal, state, or local codes, whichever is more stringent.

Fire extinguishers shall be strategically placed throughout the Office Suite, including in or outside of the breakroom and entrance/exit egresses. Hand-held multi-purpose dry chemical (or type) fire extinguishers must be placed in areas of concentrated electrical equipment and telecommunications equipment as designed by the LESSEE. This will be finalized in the final accepted floor plan. All extinguishers shall be inspected and/or charged as necessary to maintain working order.

The LESSOR is required to test once a year, with adequate notice. Systems to be tested/inspected include fire alarm, sprinkler, emergency generator, or other safety systems in the building to insure proper operation. The testing and inspection of the systems (and equipment) must be done in accordance with all pertinent codes, and inspection certificates must be displayed as appropriate and/or provided to LESSEE at LESSEE's request. The LESSOR must provide the results of all safety inspections prior to PGCB occupancy of the space.

GENERAL CONSTRUCTION REQUIREMENTS

Proposers who are unable to meet the requirements as presented in any of the following parts: Flooring, Interior Walls, Ceilings, and Lighting, shall provide a detailed alternative proposal for the Pennsylvania Gaming Control Board's consideration.

FLOORING:

- **Carpet**

Except in toilet rooms, copier rooms, stairs, designated storage rooms, lunchroom, and other areas excepted by LESSEE, LESSOR shall install new carpeting. All carpeting materials shall be wall-to-wall, tackless, smooth-edged and completed prior to installation of all interior walls.

Carpet material shall be 100% nylon meeting FHA minimum standards for "Heavy Traffic" areas. Carpet material shall be of quality that meets a minimum 10-year wear warranty. Carpet backing material shall be a high performance hawk-lok unitary binding system and shall be glued down with all exposed edges of carpeting terminated with an aluminum "nap-lock" strip secured to the floor to prevent carpeting from pulling loose and curling. All doors in carpeted areas shall be undercut sufficiently to permit free swinging. The grade and color of carpeting shall be subject to approval of LESSEE. Carpeting must conform to Federal Occupation Health and Safety Regulations concerning fire proofing.

Carpet shall be replaced during the term of the lease as needed and as requested by the LESSEE when normal wear and tear so requires. All carpeting is to be replaced upon LESSEE's option.

- **Vinyl Composition Tile**

Flooring in copier rooms, breakrooms, designated storage rooms and other areas designated by LESSEE shall consist of vinyl composition tile. Vinyl composition tile shall be "Armstrong" or equivalent, 12" x 12" in size, 1/8" gauge and shall be glued down. The color and pattern of the tile shall be subject to approval of LESSEE. Prior to installation of composition tile, all floors shall be leveled with masonry fill or other appropriate material. Vinyl composition tile shall be replaced during the term of the lease document as needed and as requested by the LESSEE where normal wear and tear so requires.

- **Ceramic Tile**

The interior finishes of toilet facilities shall consist of ceramic tile flooring. The color and pattern is to be approved by the LESSEE. Prior to installation of ceramic tile, all floors shall be leveled with masonry fill or other appropriate material, as necessary.

- **Adhesive**

All carpet, vinyl tile, and cove base shall be installed using a non-toxic, low odor, and solvent free adhesive. Adhesive shall be antimicrobial with no hazardous vapors and contain no carcinogenic material such as Envirotec Healthguard Adhesives as manufactured by W.F. Taylor, Co., of Chicago, Illinois or LESSEE-approved equal.

DEMISING WALL:

All demising and exterior walls must be constructed from slab to slab with only building standard penetrations for mechanical systems to penetrate. All demising walls must have sufficient sound batting insulation in order to eliminate normal sound transmissions between the PGCB and adjacent tenants and/or common areas.

INTERIOR WALLS:

Floor-to-ceiling walls shall be professionally installed, constructed of either wood or steel studs, covered with gypsum board, finished, painted or papered, and trimmed as approved by LESSEE. All walls shall be placed on carpeting and shall meet but not subtend the ceiling structure. Fastening of the walls to the floor shall not be done in any way that removal of the wall will cause spalling of the subfloor. Drilling and anchor systems are preferred but any other system producing the same results is acceptable. All electrical/communications/data components shall be installed in the wall.

- **Restrooms**

Male and female Restrooms shall be included in the leased space or conveniently located outside of the leased Office Suite.

DOORS:

- **Interior**

The interior doors shall consist of solid core doors in standard sizes and finishes as required. They shall be provided with door hardware, stops, and master keyed locks as indicated by LESSEE. All door frames shall be steel.

- **Exterior**

All exterior doors and frames shall be steel or aluminum. All hardware shall conform to the requirements of the Pennsylvania Department of Labor and Industry and all other applicable codes. They shall be provided with stops and card based keyless entry system that is compatible with HID Proximity Access cards, as further described under "Common Facilities.

- **Fire exit doors into fire towers**

Exit doors into stair wells or fire towers shall be of B label construction or as required by the Pennsylvania Department of Labor and Industry and all other applicable codes.

CEILINGS:

All ceilings shall be acoustical tile suspended by an intermediate duty suspension grid system. Acoustical tile and grid system for ceilings shall be selected for interior environmental control as manufactured by U.S. Gypsum, Armstrong, Celotex, or approved equal. All ceilings shall be a minimum of 8'6" in height with a preference of 9' in height above finish flooring. Any exposed mechanical and electrical elements are acceptable if in accordance with codes and if treated in an aesthetic manner and approved by LESSEE. All ceilings shall have a Class-A fire resistance rating as defined by UL (Underwriters Laboratories). Ceilings shall have a 75% minimum light reflectance. All ceilings are to reduce sound transmission with a minimum NRC of 0.55 and an STC range of 35-39. Ceiling(s) in the telecommunication/data room(s) must be provided with acoustical tile on a suspension grid system.

ELECTRICAL POWER DISTRIBUTION:

Characteristics to be provided to the LESSEE include:

- 115 volt, 60Hz with common ground and surge protection
- 208/230 VAC, 60Hz, 1 Ph.
- 115 volt, 60Hz with Isolated Ground and Surge Protection

Electrical services shall be provided in accordance with plans supplied by LESSEE. All material used in these installations shall be new and shall be installed in conformance with the requirements of the National Electrical Code, the National Board of Fire Underwriters, the Pennsylvania Department of Labor and Industry, and any other governmental or local authority having jurisdiction.

All isolated ground circuits shall be established by connection of an insulated ground wire from the isolated ground receptacle to the distribution panel for that circuit or by connection of an insulated ground wire to a suitable grounding wire to a suitable grounding source independent of other electrical circuits e.g. to the building steel structure or a grounding rod furnished for this purpose. The intent is to avoid the possibility of fault currents from other pieces of equipment being able to interfere with or damage electronic processing equipment by conduction of fault currents through the isolated ground receptacle.

The surge suppression system chosen shall be capable of intercepting and limiting transient voltage spikes caused by natural events e.g. lightning, or other equipment operating on the power distribution lines. The contractor may choose whether this is best accomplished by individual circuit surge suppression or by circuit distribution panel surge suppression. All circuits shall have surge suppression whether normally grounded circuits or isolated ground circuits.

All electrical services and installation shall meet the current codes for new construction of the regulating jurisdictions. In no event shall GRANDFATHERING of existing services or installations be allowed. Electrical outlets shall be located through the use of receptacle panels, and/or wall outlets as approved by LESSEE. No electrical facilities shall be run through floor channel unless approved by LESSEE.

A separate electrical meter for the Commonwealth's tenancy shall be provided and installed. All electrical equipment shall be UL approved.

LIGHTING:

Except where otherwise provided in the specifications, lighting shall be in accordance with the American Standard Practice of the illuminating Engineering Society of North America, ASNI/IES #RP-1-1982 (Revision of ANS #A132.1-1973) or any later revisions.

Office areas and other special use areas shall be lighted to the level stated below. All areas shall be illuminated with four (4) tube recessed fluorescent fixtures with prismatic lenses. All lighted fixtures shall have energy efficient electronic ballasts such as Advance #REL-4P32-TP or approved equal with a minimum ballast factor of 90%. Furnish and install a complete set of 32 watt maximum T-8 lamps with 4100K color temperature and 75 minimum CRI such as Osram Sylvania Octron T-8 F032/741 or approved equal. Replacement of bulbs shall meet the same specification.

If approved, a retrofit of all incandescent lamps in existing structures can be substituted. The retrofit shall consist of replacement of all incandescent lamps with energy efficient fluorescent or compact fluorescent lamps with 4100K color temperature, 80 lumens per watt minimum average lamp efficacy and 75 minimum CRI and electronic ballasts with minimum power factor of 90%. All replacement lamps shall meet this same specification.

Work Surfaces (Systems)	100 ft candles
Work Surfaces (Private Offices)	100 ft candles
Work Area General Lighting	50 ft candles
Telecommunication Rooms	100 ft candles
Hallways	50 ft candles
Conference Rooms and Meeting Rooms	50 ft candles
Restrooms	30 ft candles
Exit Lighting	Shall consume no more than 5 watts per fixture

PEST CONTROL:

The LESSOR shall provide professional exterminating services in a system of integrated pest management. All compounds to be used are to be approved by LESSEE prior to application.

MECHANICAL SYSTEMS CRITERIA:

A. Heating, Ventilation & Air Conditioning (HVAC)

All areas are to be heated, ventilated and cooled and conform to the below specifications:

- Temperatures

A temperature of 73 degrees F dry bulb +/- 2 degrees F dry bulb shall be maintained under all conditions.

- Humidity

Humidity shall be maintained between 40% and 60% relative humidity in all areas that are mechanically cooled and heated. If required to meet the conditions, power humidifiers installed in the central system shall be employed. No supplemental humidification need be provided in areas not mechanically cooled. Care shall be taken in designing the building envelope, including windows, so that condensation will not occur on interior surfaces during the winter or on exterior surfaces during the summer. Reduction of humidity levels will not be allowed to compensate for inadequate building envelope design.

- Ventilation

All ventilation will meet the recommendations of the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standard 62, current

revision. The current revision requires the introduction of at least 20% outside air in all office areas. All air intakes shall be located to preclude the introduction of exhaust air from all exhaust air sources. Use of an economizer package allowing up to 100% outside air is acceptable provided all other conditions of temperature and humidity are met.

- Filtration

All areas serviced by heating or air conditioning or ventilation systems will have a fiberglass pre-filter of at least 2-inch minimum thickness installed in that system. The pre-filter will be installed in the system at a place that will filter all air handled by the system before distribution into the work areas or public areas. All filters will be replaced by the LESSOR on a monthly schedule or more often, if required by operating conditions.

During replacement operations, the system will be completely shut off to, avoid the distribution of dust through the system.

- HVAC Controls

HVAC shall be manually controlled by LESSEE.

B. Plumbing/Utilities

1. All plumbing and utilities shall meet the current plumbing and building codes of the City of Harrisburg, Pennsylvania. In no instance will GRANDFATHERING of nonconforming plumbing or utilities be allowed.

ALL PLUMBING AND UTILITIES SHALL MEET CODES AS DESIGNATED FOR NEW CONSTRUCTION.

OVERVIEW OF SPACE REQUIREMENT

Office space totaling approximately 3,500 useable square feet shall be provided. A more detailed description of the requirement is as follows.

PRIVATE OFFICES / CUBICLE REQUIREMENT

The following facilities are required:

Provide Floor-to-Ceiling Walls, including Locking Doors for the following:

- 3 area of at least 120 square foot to be used as private offices;

Provide an open common area that will adequately accommodate 9 (6'x9') cubicles. Each office and cubicle must have at a minimum three (3) RJ-45 CAT-6 jacks per drop for voice and data connectivity and will be identified on the final floor plan.

The PGCB will consider alternatives that accommodate 12 employees.

COMMON FACILITIES

The following miscellaneous facilities are required for the general use of building occupants:

A. Keyless Access

LESSOR must provide all the wiring for a card based keyless entry system that is compatible with HID Proximity Access cards. All doors accessing the main entrance, the hearing room, conference rooms, file rooms, and voice/data room must be wired for entrance and exit back to the voice/data room. Any additional hardware and software required by the security system to program access to the zones will be provided to the PGCB. All areas to be secured, along with the location of the security equipment, will be identified on the final floor plan.

B. Reception

An area connected to the main/public entrance or corridor shall be used as a reception area and waiting room and accessible by the public. This area shall be connected by secure entrances, using keyless entry. This area shall be approximately 288 square feet.

C. Copy Rooms

Two copy rooms for a copier, printers, and fax machine shall be provided with floor to ceiling walls and shall be approximately 80 square feet of floor space. A work counter and cabinets shall also be provided. Dedicated electrical circuits shall be installed for the copier and printer as specified in the electrical requirements section herein. The copy room must have at a minimum six (6) RJ-45 CAT-6 jacks per drop for voice and data connectivity and will be identified on the final floor plan.

D. Filing/Storage Room

A file room or rooms shall be provided to accommodate free-standing metal shelves provided by the Lessee and filing cabinets. This space shall total a minimum of 600 square feet.

E. Break Room

One (1) Break Room shall be approximately 200 square feet of floor space and shall have floor-to-ceiling walls. Provisions for a minimum of a refrigerator and a microwave shall be made available. The LESSOR shall provide a double stainless steel sink with hot and cold water; flush laminate counter top and base, and wall cabinets.

F. Restrooms

Male and female restrooms shall be included in the leased space or be located in common tenant area in close proximity to the proposed lease space.

G. Large Conference Room

A large conference room shall be provided with floor-to-ceiling walls and a locking door and shall be approximately 368 square feet of floor space. A minimum of six electrical outlets on the walls and a duplex electrical outlet in the floor under the location of the conference room table will be required in this room and will be identified on the final floor plan. A minimum required of eight (8) RJ-45 CAT-6 drops the location of which will be identified on the final floor plan. One wall will be required to bear the load of two plasma screen monitors weighing 120 pounds each and will be specified on the final floor plan.

H. Interview Room

One interview room shall be provided with floor to ceiling walls and a locking door and shall be approximately 120 square feet of floor space. The interview room shall be located adjacent to the reception area, outside the secure entrance to primary office space.

I. Server Voice/Data Room

A secure voice/data room shall be provided with floor-to-ceiling walls and shall require approximately 225 square feet of floor space. This room shall be lockable and require key card access. This room shall be away from the main office area toward the back of the office suite.

J. Data and Telecommunications Requirements

The LESSOR will be responsible for providing and installing all cable and connectors necessary to support voice and data related equipment as designated by lessee. LESSOR should assume approximately Fifty (50) CAT-6 drops to be used for voice or data will be required. This number may change slightly based on individual building configuration.

K. Cabling Requirements

The following gives additional instructions on voice, data, electrical, and the secure voice/data room installation. Once the PGCB has a final furniture plan in place, a Final Statement of Work will be submitted with the floor layout showing exact voice/data and electrical locations for the office as well as a detailed layout of the secure voice/data room.

All permits, applications, ordinances, licenses, etc., of the respective city, county, state, and federal governments are the sole responsibility of the vendor. Failure to comply with any necessary documentation is at the vendor's own risk. The Commonwealth of Pennsylvania, Pennsylvania Gaming Control Board is not responsible to provide, furnish, account, or be held responsible for, any and all documentation in regards to working permits and licenses.

The Following Is A Sequenced Listing Of Steps That Need To Be Completed In Order To Successfully Complete This Project:

A. Remove Unused Voice, Data and Coax cable

Before cabling the Office Suite, vendor must remove all un-terminated existing voice, riser and data cables from their ending points (drops and cables terminated within the proposed office area) all the way back to their origination points or MDF. Unused voice and data cabling is defined as cabling that is un-terminated and abandoned.

B. Secure Voice/Data Room Construction

1. Build the secure voice/data room to the dimensions shown on the floor plan. The room must be at least 12'x 16' in size.
2. The secure voice/data room door must be equipped with a lockable key-set and require key card access.
3. The floor should be either:
 - a. Sealed concrete or,
 - b. Non-static vinyl floor tile.
4. There should be either no ceiling or a dropped ceiling in the secure voice/data room.
5. The room MUST be equipped with year-round cooling or air circulation to maintain a temperature in the room at or near 72F to 76F.

6. Install unpainted fire retardant 3/4" plywood (good on one side) on one wall of the secure voice/data room to create an area (8' height X 8' wide) to be used as a Telco wall-field. Typically, behind a newly installed LAN rack.

C. Install Secure Voice/Data Room Equipment and Wiring

1. Install a new floor mounted rack which is at a minimum of size of seven (7) feet tall by nineteen (19) inches and will be identified on the final floor plan.
2. PGCB will provide the UPS (battery back-up unit), power strip and network switches that go in the floor mounted rack.
3. The cabling contractor is to install a ground bus bar at the top of the floor mounted rack on the backside of the rack frame rails.

D. Electrical Requirements

1. In general, a maximum of (4) PC's will be on each 20 amp dedicated circuit and each printer and copier will also be on their own dedicated circuit. Dedicated circuits will be marked on the floor plan. There will also be convenience outlets in each cube or office, and throughout the Office Suite. These may or may not be marked on the floor plan and will be separate from the PC circuits. All dedicated circuits must be orange in color.
2. A minimum of five (5) 120-volt, 20-amp (NEMA 5-20R) wall mounted duplex electrical outlets shall be installed as dedicated circuits at each location marked on the final secure voice/data room floor plan.
3. Install # 6, stranded, copper wire having a green insulated covering between building ground or the electrical panel ground and connect it to the ground bus bar that is to be installed at the top of the supplied server racks on the back side of the frame rails.

E. Install Cabling

All the voice and data cabling will use CAT-6 cabling to provide the flexibility to use any jack for either voice or data communications.

1. All cables must be run in such a way that they will not exceed the 300 foot maximum length and must pass a wirescope test.
2. The cabling contractor is responsible for the installation of the required ladder rack above the LAN rack to properly transition the LAN cabling from the ceiling or adjacent wall to the top of the LAN rack.

3. Install a minimum of two (2) new 48-port CAT-6 patch panels in the LAN rack in the secured voice/data room. Wire management must be installed above and below each patch panel.
4. Install approximately fifty (50) CAT-6 cables between the LAN rack patch panels and the workstation faceplates terminating in RJ-45 jacks as indicated on the final office floor plan.
5. Install appropriate cabling to connect customer hardware to patch panels and end user work stations.
6. All cabling must be installed, tested, labeled and warranted to meet the needs of the PGCB.
7. All drops must be terminated in vendor supplied tombstones or through a whip into modular furniture with a biscuit block. At no time should a bare cable be unprotected, accessible or visible. In addition, per industry standards, a metal barrier must separate all data cables if an electrical source is in close proximity. As an example, data cabling must not be in the same channel as cubicle electrical cabling unless they are completely separated by a metallic separator or ferrous Greenfield.

Vehicular Facilities

LESSEE requires the ability to access 12 parking spaces on-site Monday through Friday from 7:30 AM to 6:00 PM. Additionally, LESSEE will require 4 parking spaces for utilization 24 hours per day, 7 days per week. Covered and secure parking would be preferred. Dedicated spots close to the proposed building will be considered to accommodate this request.

Additional Requirements

Emergency services for elevators, plumbing, heating, ventilation and air conditioning, electrical systems, security systems, and building structures are to be provided on a four (4) hour call at request of LESSEE. Names of appropriate contracted personnel and optional personnel for these services are to be provided to LESSEE by LESSOR prior to occupancy and are to be kept current during the term of this lease.

The LESSEE may request and receive a new locking system and/or associated hardware after a break-in or a series of thefts or other similar, unusual occurrences.