

FORM APPROVED COUNTY COUNSEL 3/27/15  
 BY: GREGORY P. PRIAMOS DATE

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

372  
C



**FROM:** Economic Development Agency/Facilities Management

**SUBMITTAL DATE:**  
 March 12, 2015

**SUBJECT:** Sixth Amendment to Lease – Department of Public Social Services/Public Authority – Expansion, Tenant Improvements, District 5, CEQA Exempt, [\$2,041,414] 49% Federal, 51% State

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities;
2. Approve the attached Sixth Amendment to Lease and authorize the Chairman of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the attached Notice of Exemption with the County Clerk for posting within five working days.

**BACKGROUND:**

**Summary**

(Commences on Page 2)

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: Esteban Hernandez 3/12/15

Robert Field  
 Assistant County Executive Officer/EDA

Susan von Zabern  
 Name: Susan Von Zabern, Director  
 Department of Public Social Services

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 126,406	\$ 703,735	\$ 2,041,414	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** 49% Federal, 51% State  
 Budget Adjustment: No  
 For Fiscal Year: 2014/15 – 2018/19

**C.E.O. RECOMMENDATION:**

APPROVE  
 BY: Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency/Facilities Management

**FORM 11: Sixth Amendment to Lease – Department of Public Social Services/Public Authority – Expansion, Tenant Improvements, District 5, CEQA Exempt, [\$2,041,414] 49% Federal, 51% State**

**DATE: March 12, 2015**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary**

On May 3, 2005 the County entered into a lease agreement on behalf of the Department of Public Social Services (DPSS) Public Authority (PA) for the facility located at 12125 Day Street, Suite S101, Moreno Valley. This Sixth Amendment to Lease represents an expansion in square footage of 6,710 sq. ft. from the current 10,316 square feet for a total of 17,026 sq. ft., as well as annual rent increases. The Landlord will complete tenant improvements as outlined below. This expansion and improvements are required for projected staff growth to better serve the community. Anticipated occupancy is June 2015.

Lessor: Canyon Springs Investment Trust  
26371 Avery Parkway, Suite B  
Mission Viejo, California

Location: 12125 Day Street, Suite S101  
Moreno Valley, California

Size: Expanding 6,710 sq. ft. from 10,316 sq. ft. to 17,026 sq. ft.

Term: Expires September 30, 2018

Rent:	Current	New
	\$1.66 per sq. ft.	\$1.66
	\$17,129.72 per month	\$28,263.16 per month
	\$205,556.64	\$339,157.92 per year

Rent Adjustment: Two and one half percent per year

Utilities: Electricity and telephone paid by County, all others provided by Lessor

Custodial: Provided by Lessor

Improvements: Demo existing space, concrete repair, metal framing, framing, millwork and cabinets, countertops, insulation, roof system patching, doors and frames, drywall, tile, carpet, base, paint, suspended acoustical ceilings, suspended acoustical water resistant ceilings, window shades and shutters, restroom hardware, restroom partitions, HVAC, duct work, grills/thermostats, plumbing, fixtures, fire sprinklers. Costs not to exceed \$629,255.00 which includes a 10% contingency in the amount of \$57,205.00. Tenant improvements to be paid in two annual installments commencing in 2015/16.

RCIT: \$95,000.00

This Sixth Amendment to Lease has been reviewed and approved by County Counsel as to legal form.

**Impact on Citizens and Businesses**

The expansion in square footage will allow IHSS to provide additional staff to increase services to the Community.

(Continued)

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency/Facilities Management

**FORM 11:** Sixth Amendment to Lease – Department of Public Social Services/Public Authority –  
Expansion, Tenant Improvements, District 5, CEQA Exempt, [\$2,041,414] 49% Federal, 51% State

**DATE:** March 12, 2015

**PAGE:** 3 of 3

**SUPPLEMENTAL:**

**Additional Fiscal Information**

See attached Exhibit A, B & C. DPSS has budgeted these costs in FY 2014/15 and will reimburse EDA for all lease costs on a monthly basis.

**Contract History and Price Reasonableness**

This is a Sixth Amendment to Lease. The lease rate is a fair market rate.

**Attachments:**

Exhibits A, B & C

Notice of Exemption

Copy of Amendment

# Exhibit A

FY 2014/15

Department of Public Social Services Lease Cost Analysis  
12125 Day Street, Moreno Valley, California

## ESTIMATED AMOUNTS

### Total Square Footage to be Leased:

Current Office:	10,316	SQFT	
Expansion	17,026		
Approximate Cost per SQFT (July - May) - 5th Amendment	\$	1.66	
Approximate Cost per SQFT (June) - 6th Amendment	\$	1.66	
Lease Cost per Month (July - May) - 5th Amendment		\$	17,126.72
Lease Cost per Month (June) - 6th Amendment		\$	28,263.16
Total Lease Cost (July - May) - 5th Amendment		\$	188,393.92
Total Lease Cost (June) - 6th Amendment		\$	28,263.16
<b>Total Estimated Lease Cost for FY 2014/15</b>		<b>\$</b>	<b>216,657.08</b>

### Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July - May) - 5th Amendment	\$	13,617.12	
Estimated Utility Costs per Month (June) - 6th Amendment	\$	2,043.12	
Total Estimated Utility Cost		\$	15,660.24
RCIT		\$	95,000.00
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16		\$	-
EDA Lease Management Fee - 3.89% - 5th Amendment	\$	7,328.52	
EDA Lease Management Fee - 3.89% - 6th Amendment	\$	1,099.44	
Total EDA Lease Management Fee		\$	8,427.96
<b>TOTAL ESTIMATED COST FOR FY 2014/15</b>		<b>\$</b>	<b>335,745.28</b>
Amount Previously approved in 5th Amendment		\$	209,339.56
Amount of FY14/15 for 6th Amendment		\$	126,405.72
<b>TOTAL COUNTY COST</b>	<b>0.00%</b>		

# Exhibit B

FY 2015/16

Department of Public Social Services Lease Cost Analysis  
12125 Day Street, Moreno Valley, California

**ESTIMATED AMOUNTS**

**Total Square Footage to be Leased:**

Current Office:	17,026	SQFT	
Approximate Cost per SQFT (July - June)	\$	1.66	
Lease Cost per Month (July - June)		\$	28,263.16
Total Lease Cost (July - June)			\$ 339,157.92
<b>Total Estimated Lease Cost for FY 2015/16</b>			<b>\$ 339,157.92</b>

**Estimated Additional Costs:**

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month		\$	<u>2,043.12</u>
Total Estimated Utility Cost			\$ 24,517.44
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16			\$ 314,627.50
EDA Lease Management Fee - 3.89%			\$ <u>25,432.25</u>
<b>TOTAL ESTIMATED COST FOR FY 2015/16</b>			<b>\$ <u><u>703,735.11</u></u></b>

# Exhibit C

## FY 2016/17 to FY 2018/19 Department of Public Social Services Lease Cost Analysis 12125 Day Street, Moreno Valley, California

### ESTIMATED AMOUNTS

#### Total Square Footage to be Leased:

Current Office:	17,026 SQFT		
	FY 2016/17	FY 2017/18	FY 2018/19
Approximate Cost per SQFT (July - Sept)	\$ 1.66	\$ 1.70	\$ 1.74
Approximate Cost per SQFT (Oct - June)	\$ 1.70	\$ 1.74	\$ -
Lease Cost per Month (July - Sept)	\$ 28,263.16	\$ 28,969.74	\$ 29,693.98
Lease Cost per Month (Oct - June)	\$ 28,969.74	\$ 29,693.98	\$ -
Total Lease Cost (July - Sept)	\$ 84,789.48	\$ 86,909.22	\$ 89,081.95
Total Lease Cost (Oct - June)	\$ 260,727.65	\$ 267,245.84	\$ -
<b>Total Estimated Lease Cost for FY 2016/17 to FY 2018/19</b>	<b>\$ 345,517.13</b>	<b>\$ 354,155.06</b>	<b>\$ 89,081.95</b>

#### Estimated Additional Costs:

Utility Cost per Square Foot	\$ 0.12	\$ 0.12	\$ 0.12
Estimated Utility Costs per Month	\$ 2,043.12	\$ 2,043.12	\$ 2,043.12
Total Estimated Utility Cost	\$ 24,517.44	\$ 24,517.44	\$ 6,129.36
RCIT	\$ -	\$ -	\$ -
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16	\$ 324,066.33	\$ -	\$ -
EDA Lease Management Fee - 3.89%	\$ 26,046.80	\$ 13,776.63	\$ 3,465.29
<b>TOTAL ESTIMATED COST FOR FY 2016/17 to FY 2018/19</b>	<b>\$ 720,147.69</b>	<b>\$ 392,449.13</b>	<b>\$ 98,676.60</b>
<b>TOTAL COUNTY COST 0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

F11: Cost - Total Cost \$ 2,041,414.25  
F11: Net County Cost - Total Cost \$ -



## NOTICE OF EXEMPTION

February 23, 2015

**Project Name:** County of Riverside, DPSS Amendment to Day Street Lease Agreement

**Project Number:** FM042462005000

**Project Location:** 12125 Day Street, Suite S101, Moreno Valley, CA  
Assessor Parcel Number 291-050-066 (See attached exhibit).

**Description of Project:** The County of Riverside (County), as lessor, and Canyon Springs Investment Trust, as lessee, entered into a lease agreement on May 3, 2005, as amended by the First Amendment to Lease dated on September 27, 2005, Second Amendment to Lease dated November 30, 2010, Third Amendment to Lease dated March 1, 2011, Fourth Amendment to Lease dated August 28, 2012, and Fifth Amendment to Lease dated January 7, 2014, on behalf of the Department of Public Social Services (DPSS) Public Authority (PA) for the facility located at 12125 Day Street, Suite S101, Moreno Valley. This Sixth Amendment to Lease represents an expansion in square footage of 6,710 sq. ft. from the current 10,316 square feet for a total of 17,026 sq. ft. The Landlord will complete tenant improvements to the expansion area, which include interior demo, concrete repair, framing, millwork and cabinets, insulation, roof system patching, doors and frames, drywall, tile, carpet, paint, suspended acoustical ceilings, window shades and shutters, restroom hardware and partitions, HVAC, plumbing, fixtures, and fire sprinklers. This amendment to the lease agreement will not create any new additional environmental impacts from the original approved lease agreement. The change to the lease agreement allows for the expansion of space and internal rehabilitation with no change to the current land use. The interior rehabilitation serves to provide for required projected staff growth to better serve the community. Anticipated occupancy is June 2015.

**Name of Public Agency Approving Project:** County of Riverside, Economic Development Agency

**Name of Person or Agency Carrying Out Project:** County of Riverside, Economic Development Agency

**Exempt Status:** California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 – Existing Facilities; General Rule Exemption Section 15061.

**Reasons Why Project is Exempt:** The project is exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause any impacts to scenic resources, historic resources, or unique sensitive biological environments. The amended agreement's primary function is to provide interior rehabilitation for additional required office space within an existing facility and to better serve the community. No unusual circumstances or potential cumulative impacts would

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[www.rivcoeda.org](http://www.rivcoeda.org)

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Business Intelligence  
Cultural Services  
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Housing  
Housing Authority  
Information Technology  
Maintenance  
Marketing

Economic Development  
Edward-Dean Museum  
Environmental Planning  
Fair & National Date Festival  
Foreign Trade  
Graffiti Abatement

Parking  
Project Management  
Purchasing Group  
Real Property  
Redevelopment Agency  
Workforce Development

occur that may reasonably create an environmental impact. The amended agreement will not have an effect on the environment and no significant physical environmental impacts are anticipated to occur.

- Section 15301 – Class 1 Existing Facilities Exemption. This exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The project as proposed is an amendment to the lease agreement and represents an expansion in square footage of 6,710 square feet from the current 10,316 square feet, for a total of 17,026 square feet. The Landlord will complete tenant improvements to the expansion area that include interior demo, concrete repair, framing, millwork and cabinets, insulation, roof system patching, doors and frames, drywall, tile, carpet, paint, suspended acoustical ceilings, window shades and shutters, restroom hardware and partitions, HVAC, plumbing, fixtures, and fire sprinklers. No substantial construction impacts would occur and the facility will continue to operate in a similar use, capacity, and intensity. Any interior improvements or alterations would be limited to required changes as they relate to the amendment. The site is located in an already developed commercial and residential area. Therefore, the project meets the scope and intent of the Class 1 Exemption. No direct or indirect physical environmental improvements would occur.
- Section 15061 – General Rule or “Common Sense” Exemption. The State CEQA Guidelines provides this exemption based upon the general rule that CEQA only applies to projects with the potential to cause a significant effect on the environment. With certainty, there is no possibility that the proposed project may have a significant effect on the environment. With certainty, there is no possibility that the proposed project may have a significant effect on the environment. The amended lease agreement to an already developed commercial and residential area will not have an effect on the environment. The use and operation of the facility will be substantially similar to the existing use and will not create any new environmental impacts to the surrounding area. No exterior construction activities will occur and no impacts are anticipated. As stated, the site is located in an already developed area. No unique biological habitat would be impacted and no visual or aesthetic impacts would occur. Therefore, in no way would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Economic Development Agency hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 2/23/15

*for* John Alfred, Acting Senior Environmental Planner  
County of Riverside, Economic Development Agency



### DPSS Amendment to Lease Agreement



**Selected parcel(s):**  
291-050-066

**\*IMPORTANT\***

Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

REPORT PRINTED ON...Mon Feb 23 14:42:36 2015

Version 131127



Date: February 20, 2015

To: Mary Ann Meyer, Office of the County Clerk

From: John Alfred, Acting Senior Environmental Planner, Project Management Office

Subject: **County of Riverside Economic Development Agency Project # FM042462005000**  
DPSS Amendment to Day Street Lease Agreement  
Assessor Parcel Number: 291-050-066

The Riverside County's Economic Development Agency's Project Management Office is requesting that you post the attached Notice of Exemption. Attached you will find an authorization to bill by journal voucher for your posting fee.

**After posting, please return the document to Mail Stop #1330 Attention: John Alfred, Acting Senior Environmental Planner, Economic Development Agency, 3403 10<sup>th</sup> Street, Suite 400. Riverside, CA 92501. If you have any questions, please contact John Alfred at 955-4844.**

Attachment

cc: file

**RIVERSIDE COUNTY CLERK & RECORDER**

**AUTHORIZATION  
TO BILL  
BY JOURNAL VOUCHER**

**Project Name: DPSS Amendment to Day Street Lease Agreement**

**Accounting String: 524830-47220-7200400000- FM042462005000**

DATE: February 23, 2015

AGENCY: Riverside County Economic Development Agency

THIS AUTHORIZES THE COUNTY CLERK & RECORDER TO BILL FOR FILING AND HANDLING FEES FOR THE ACCOMPANYING DOCUMENT(S).

NUMBER OF DOCUMENTS INCLUDED: One (1)

AUTHORIZED BY: John Alfred, Acting Senior Environmental Planner, Economic Development Agency

Signature:

*for*  


PRESENTED BY: Trea Womack, Real Property Agent, Economic Development Agency

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: -

DATE: -

RECEIPT # (S) -

1 **SIXTH AMENDMENT TO LEASE**

2 **COPY**

3 **THIS SIXTH AMENDMENT TO LEASE** ("Sixth Amendment"), dated as of  
4 \_\_\_\_\_, 2015, is entered into by and between the **COUNTY OF**  
5 **RIVERSIDE**, a political subdivision of the State of California, County, and **CANYON**  
6 **SPRINGS INVESTMENT TRUST**, an irrevocable Trust dated July 9, 2003, ("Lessee".)

7 **RECITALS**

8 a. Lessor and County have entered into that certain Lease dated May 3,  
9 2005, pursuant to which Lessor has agreed to lease to County and County has agreed  
10 to lease from Lessor that certain building located at 12125 Day Street, Suite S101,  
11 Moreno Valley, as more particularly described in the Lease.

12 b. The amendments of the Lease are summarized as follows:

13 1. The First Amendment to Lease dated September 27, 2005 by and  
14 between County of Riverside and Canyon Springs Investment Trust.

15 2. The Second Amendment to Lease dated November 30, 2010 by  
16 and between County of Riverside and Canyon springs Investment Trust.

17 3. The Third Amendment to Lease dated March 1, 2011 by and  
18 between County of Riverside and Canyon Springs Investment Trust.

19 4. The Fourth Amendment to Lease dated August 28, 2012 by and  
20 between the County of Riverside and Canyon Springs Investment Trust.

21 5. The Fifth Amendment to Lease dated January 7, 2014 by and  
22 between the County of Riverside and Canyon Springs Investment Trust.

23 6. The Parties now desire to amend the Lease.

24 **NOW THEREFORE**, for good and valuable consideration the receipt and  
25 adequacy of which is hereby acknowledged, the Parties agree as follows:

26 1. **PREMISES.** Section 2 of the Lease is amended by adding the  
27 following:

28

1 Section 2.2. The Premises shall be expanded by 6,710 sq. ft.  
2 from 10,316 sq. ft. to 17,026 sq. ft., as outlined on Exhibit J attached hereto, the  
3 "Expansion."

4 2. TENANT IMPROVEMENTS. Lessor shall complete tenant  
5 improvements as outlined on Exhibit K attached hereto at a cost not to exceed  
6 \$572,050.00 County shall add a 10% contingency in the amount of \$57,205.00 for  
7 additional items that may be requested by County that were not included in the original  
8 scope of work for a total of \$629,255.00, Tenant improvements shall be paid in Two (2)  
9 installments over two (2) consecutive fiscal years commencing in FY 2015/16. The first  
10 payment shall be made 30 days after completion and acceptance of all tenant  
11 improvements and upon receipt of an itemized invoice of all actual costs, the 2<sup>nd</sup>  
12 installment shall be paid twelve (12) months following the first payment with interest at  
13 three percent (3%) per annum

14 3. RENT. Section 5.1 and 5.2 of the lease shall be amended by  
15 adding the following:

16 Section 5.1. Commencing upon completion and acceptance of tenant  
17 improvements, rent shall be increased from \$17,129.72 to \$28,263.16 per month.

18 Section 5.2. Rent shall increase on each anniversary date in  
19 accordance with the following rent schedule and total rent shall be dependent on total  
20 square footage in possession as of the date Rent becomes due:

21

	<b>Existing Space (10,316 sq. ft.)</b>	<b>Expansion Space (+6,710 sq. ft.)</b>	<b>Post-Expansion Total (17,026 sq.ft.)</b>
<b>Dates:</b>	Rent / Mo.	Rent / Mo.	Total Rent / Mo.:
10/1/2014 - 9/30/2015	\$17,129.72	+\$11,133.44	\$28,263.16
10/1/2015 - 9/30/2016	\$17,557.96	+\$11,133.44	\$28,691.40
10/1/2016 - 9/30/2017	\$17,996.91	+\$11,411.78	\$29,408.69
10/1/2017 - 9/30/2018	\$18,446.83	+\$11,697.07	\$30,143.90

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4. SIXTH AMENDMENT TO PREVAIL. The provisions of this Sixth Amendment shall prevail over any inconsistency or conflicting provisions of the Lease. Any capitalized terms shall have the meaning defined in the Lease, unless defined herein or context requires otherwise.

5. MISCELLANEOUS. Except as amended or modified herein, all terms of the Lease shall remain in full force and effect. If any provisions of this Amendment shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of the Lease. Neither this Amendment nor the Lease shall be recorded by the County.

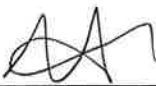
6. EFFECTIVE DATE. This Sixth Amendment to Lease shall not be binding or consummated until its approval by the Riverside County Board of Supervisors and fully executed by the Parties.

1 IN WITNESS WHEREOF, the parties have executed this Sixth  
2 Amendment to Lease as of the date first written above.

3 LESSEE:  
4 COUNTY OF RIVERSIDE

LESSOR:  
CANYON SPRINGS INVESTMENT  
TRUST

5  
6 By: \_\_\_\_\_  
7 Marion Ashley, Chairman  
8 Board of Supervisors

By:  \_\_\_\_\_  
Natasha Radwan Co-Trustee  
Canyon Springs Investment  
Irrevocable Trust  
Dated July 9, 2003

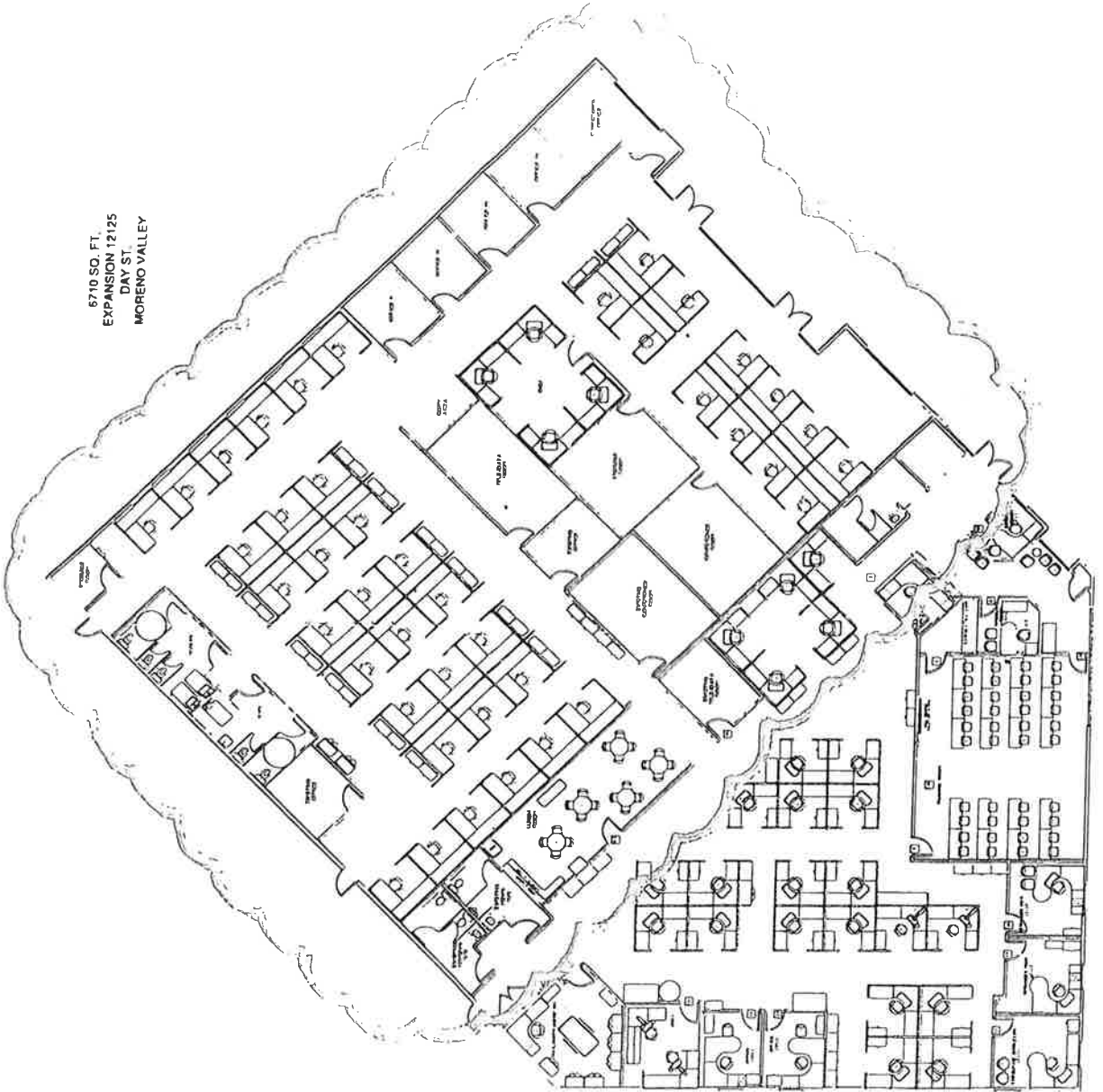
9  
10 ATTEST:  
11 Kecia Harper-Ihem  
12 Clerk of the Board

13 By: \_\_\_\_\_  
14 Deputy

15 APPROVED AS TO FORM:  
16 Gregory P. Priamos  
17 County Counsel

18 By:  \_\_\_\_\_  
19 Patricia Munroe  
20 Deputy County Counsel

6,710 SQ. FT.  
EXPANSION 12125  
DAY ST.  
MORENO VALLEY



12125 Day Street, Suite S101  
Moreno Valley, California

Expansion Space 6,710 sq. ft.



Dec 9, 2014

**Riverside County IHSS Office 6,700 SqFt Expansion**  
**Street, Unit S-101, Moreno Valley, CA 92577**

12125 Day

*Job will consist of building 5- Offices 1- IT room 1- DOJ room 1- storage room 2- restrooms, Expansion of existing kitchen and large open area for office cubicles*

- 1) Plans and Permits
- 2) Demo- walls, Plumbing, electrical & lighting, T-bar ceiling, HVAC duct work
- 3) Saw cut concrete for new plumbing & patch concrete
- 4) Install plumbing for 2- restrooms, Men's 1-toilet 1-sink 1-Urinal, Women's 4- toilets 2-sinks, 2- Floor drains with primer traps, 1-10 gallon electric water heater
- 5) Frame new walls and ceilings using 20 gage 3-5/8" studs and track
- 6) Install electrical and lighting, 46- standard 110-volt outlets, 4- dedicated 20 Amp outlets in I T room, 2- GFI outlets in restrooms, 15- 20 Amp dedicated circuits above ceiling for office cubicles, 1- Dedicated 220 Amp outlet for copy machine, 1- 220 Amp circuit for water heater, 12-6" LED can Lights for restrooms, 2- Exhaust fans for restrooms, 64- 2X4 troffer light fixtures, 1-220 circuit for Ductless AC unit in I T room, Install 36- 3/4" EMT conduit drops for data lines and card readers
- 7) Install Insulation R.13 in walls and R.19 in ceiling
- 8) Install 5/8" drywall on walls and ceilings tape and texture to match existing
- 9) Prime and paint walls and ceilings using Dunn Edwards paint (Tenants to choose the 4-colors)
- 10) Install new T-bar ceiling to match existing
- 11) Install new doors and hardware to match existing
- 12) Install new laminated partitions in restrooms (Tenants to choose colors)
- 13) Install 3- new fire extinguisher with semi flush enclosures
- 14) Install new laminated counter tops in restrooms (Tenants to choose color)
- 15) Install all new R.8 Value HVAC supply and return duct work
- 16) Install fire sprinklers as per code
- 17) Install fire alarm system as per code
- 18) Repair roof where penetrations are made
- 19) Install tile flooring with 6" cove base in restrooms
- 20) Install mirrors and accessories in restrooms

- 21) Install flooring and base to match existing (\$25,000 Allowance for labor and material)
  - 22) Install ADA walkways at front and rear entry's on exterior of building (\$20,000 Allowance for labor & Material)
  - 23) Install ADA exit signs and restroom signs
  - 24) Install 2-5 Ton Package Carrier or Equal HVAC Units
  - 25) Clean up and haul away debris
- 
- Total Amount for Labor and Material \$489,500.00

**Other Items That Are Included In Bid:**

1. Add carpet in storage room
2. Add outlets, data and floor mounts
3. Remove door in training room
4. Level T-bar ceiling in training room to match with training room ceiling
5. Demo interview room in lobby

**Extra Cost Items that are not included in bid:**

1. Remove and replace tile flooring in lobby \$3,800
2. Add 2-partitions one in conference room area and one in training room \$47,800
3. Add Webb Glide Window coverings in existing lobby and in new expansion area \$8,400
4. Install 2-3Ton Carrier or Equal A/C Package units and Duct work in new IT room \$10,900
5. Install new 8X10 drop down screen, wall panel box and electrical in wall and above ceiling in Conference room / Training room \$1,750
6. Install Structural Support above ceiling in conference room and in training room in order to support weight of new partition walls \$5,850
7. Install 2-2" conduits from IT room to exterior of building, install 24"X24"X8" Nema 3 metal box and include electrical ground wire with new conduit \$3,800
8. Install new dedicated electrical outlet for copy machine \$250

Any add-ons/change orders: \$59 per hour for Tradesmen (Electricians, Plumbers, etc.)  
\$39 per hour for Laborers  
Plus 20% for Profit and Overhead