





**Agenda**

Item	Description
<b>Purpose</b>	<ul style="list-style-type: none"><li>• To discuss contract administrative procedures to be followed.</li><li>• To facilitate the completion of the contract on schedule and in accordance with contract requirements.</li></ul>
<b>Schedule</b>	<ul style="list-style-type: none"><li>• CDs - Final Set Dated: <u>5/11/2020</u></li><li>• NTP Dated: <u>TBA</u></li><li>• Review (Critical Path) detailed Construction Schedule</li><li>• Construction Schedule shall include:<ul style="list-style-type: none"><li>○ Inspections required by the Government: ?</li><li>○ All required permits (Lessor/Government?)</li><li>○ Coordination with Government Vendors as needed</li></ul></li></ul>
<b>Change Orders:</b>	<ul style="list-style-type: none"><li>• Contract schedule, cost or scope changes can only be approved and directed by Contracting Officer (CO). Change orders will be in writing by the CO only. Tenant agencies are not authorized to make any changes.</li><li>• Lessor will have seven (7) calendar days to provide pricing for the Change Order. Change Orders must be sent to GSA from the Lessor – with ALL applicable fees included in the total. All Change Order’s will be itemized and broken out to show the labor, materials, equipment, and any other costs. Failure to do this will cause a delay in GSA approving the Change Order.</li><li>• The Change Order costs will be reviewed to determine if the costs are fair &amp; reasonable, then if applicable, GSA must request from the agency the additional money to cover the change order. After receipt of money, GSA will be able to approve the Change Order.</li></ul>
<b>Project Planning/Management by Lessor</b>	<ul style="list-style-type: none"><li>• Communication Protocol</li><li>• Progress Reports must be prepared and distributed by the Lessor every 7 Calendar Days detailing percentage of work completed by phase by trade; revised schedule; changes in work; general remarks on issues or conditions that may affect the schedule.</li><li>• Project issues: Issues should be submitted in writing via a “Request for Information”, (provided by the Lessor, GC or Sub-contractor). The Government will have no direct dealings with subcontractors.</li><li>• Work outside regular hours and/or overtime/weekend/holiday work must be approved by the Contracting Officer. (Discuss when work will occur).</li><li>• Lessor will be responsible for Meeting Minutes</li></ul>



	<ul style="list-style-type: none"><li>• Date to commence work/project mobilization: Notify Tico/Kim at least one day prior to actual start date.</li><li>• Lessor’s Building architect to confirm all submittals comply with the SFO/lease contract in conjunction with the approved Design Intent Drawings.</li></ul>
<b>Documents required per the Lease Contract:</b>	<ul style="list-style-type: none"><li>• Review Pre-Occupancy and Inspection Checklist (attached)</li><li>• As-built construction drawings from the lessor and associated CAD files; submitted to GSA within 28 calendar days after occupancy (Lease Sec. 4.15)</li><li>• Before the Government will accept the space, the Lessor shall furnish to the Government the following:<ul style="list-style-type: none"><li>▪ Building Permit incorporating construction of improvements - Sign Offs</li><li>▪ Certificate of Occupancy</li></ul></li><li>• A detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly or monthly.</li></ul>
<b>Construction Inspections:</b>	<ul style="list-style-type: none"><li>• Construction inspections will be made periodically by the Contracting Officer and/or designated technical representatives to review compliance with the SFO requirements and approved Design Intent Drawings.</li><li>• Who from the AGENCY, if anyone, will be involved in progress inspections?</li><li>• Periodic reviews, tests, and inspections by the Government are not to be interpreted as resulting in any approval of the Lessor's apparent progress toward meeting the Government's objectives but are intended to discover any information which the Contracting Officer may be able to call to the Lessor's attention to prevent costly misdirection of effort. The Lessor shall remain completely responsible for designing, constructing, operating, and maintaining the building in full accordance with the requirements of this SFO.</li><li>• Advance notice will be coordinated with the Lessor to schedule progressive inspections.</li></ul>
<b>Final Inspection:</b>	<ul style="list-style-type: none"><li>• 14 Calendar Days prior to substantial completion the Lessor shall 1) issue written notice to the Contracting Officer to inspect the space; 2) Submit all documents required in Pre-Occupancy and Inspection Checklist (14 day notice).</li><li>• It is of paramount importance that the construction of all facilities be in accordance with the contract and in full operating condition when transferred to the using activity as complete &amp; ready for use.</li><li>• All necessary inspections and tests must be made and accepted prior to occupancy and use of the facility.</li><li>• The initial punch list shall be prepared by the Lessor’s</li></ul>



	contractor/AE. <ul style="list-style-type: none"> <li>The Government will follow-up on punch list only after the Contractor has advised the GSA in writing that all work is complete under the terms of the contract.</li> <li>Final inspection by the Government will not continue if any major items of work remain or numerous minor items remain (space is expected to be substantially complete for space acceptance).</li> </ul>				
<b>Substantial Completion/Start of Rent:</b>	<ul style="list-style-type: none"> <li>If the LEASED SPACE is deemed Substantially Complete after the Final Inspection, then the AGENCY and GSA will sign off on Acceptance Inspection Checklist. An SLA will be sent to the Lessor to establish Substantial Completion and start rent as of the date on the Acceptance Inspection Checklist.</li> </ul>				
<b>Action Items:</b>					
<b>Responsible Party</b>	<b>Action</b>	<b>Date Assigned</b>	<b>Date Due</b>	<b>Date Received</b>	
<b>Schedule</b>	<b>TBA: Notice to Proceed</b> <b>TBA: Substantial Completion (80 calendar days)</b>				

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**From:** Tico Goines - 1PRP <[tico.goines@gsa.gov](mailto:tico.goines@gsa.gov)>  
**Sent:** Tuesday, June 2, 2020 3:26 PM  
**To:** (b)(6); (b)(7)(C) <[REDACTED]@ice.dhs.gov>  
**Cc:** Kim Lehan - 1PRL <[kimberly.lehan@gsa.gov](mailto:kimberly.lehan@gsa.gov)>  
**Subject:** Fwd: FW: 40 Manson Libby Rd

**CAUTION:** This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact [ICE SOC SPAM](#) with questions or concerns.

Hi (b)(6); (b)(7)(C) <[REDACTED]>

Please see the email below. Can you provide a summary of the agency's operation to show that anyone that is being obtained will always be accompanied by an agent to be able to assist to egress in case of an emergency?

Thanks,

Tico Goines  
Project Manager  
New England Region  
U.S. General Services Administration  
10 Causeway Street, Room 1100  
Boston, MA 02222  
(C) 617-275-1778

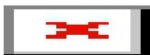
----- Forwarded message -----

**From:** [REDACTED] >  
**Date:** Tue, Jun 2, 2020 at 2:14 PM  
**Subject:** FW: 40 Manson Libby Rd  
**To:** [REDACTED]  
**Cc:** [REDACTED] >

[REDACTED]

See email chain below. The use of this building is Business for all 3 tenants. So it is a single use with multiple tenants. The question we need help on is how can we assure self-preservation in the secure area.

[REDACTED] AIA, NCARB  
**ARCHITECT, DEPARTMENT MANAGER, PRINCIPAL**  
*Maine Licensed Architect; also licensed in MA, NH and VT*



207.947. [REDACTED]  
207.404. [REDACTED]  
44 Central Street  
Bangor, ME 04401  
[wbrcae.com](http://wbrcae.com) | [Facebook](#) | [LinkedIn](#) | [Twitter](#)

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**From:** [REDACTED]  
**Sent:** Wednesday, May 27, 2020 2:07 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: 40 Manson Libby Rd

(EXTERNAL)

Hi Matt,

I saw you called. I am on a webinar so cannot answer the phone right now.

The life Safety Code definition does not differentiate between overnight stays or not. . The definition is an occupancy used to house one or more persons under varied degrees of restraint or security where such occupants are mostly incapable of self preservation because of security measures not under the occupants control.

questions let me know.

Thanks!

J [REDACTED]

On Wed, May 27, 2020 at 2:02 PM [REDACTED] wrote:

[REDACTED]

There is no overnight stay. These are just holding cells until they can be placed in the appropriate facility or released after questioning.

[REDACTED] AIA, NCARB  
**ARCHITECT, DEPARTMENT MANAGER, PRINCIPAL**  
*Maine Licensed Architect; also licensed in MA, NH and VT*



207.947. [REDACTED]  
207.404. [REDACTED]  
44 Central Street  
Bangor, ME 04401  
[wbrcae.com](http://wbrcae.com) | [Facebook](#) | [LinkedIn](#) | [Twitter](#)

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**From:** [REDACTED]  
**Sent:** Wednesday, May 27, 2020 1:57 PM  
**To:** [REDACTED]  
**Subject:** 40 Manson Libby Rd

(EXTERNAL)

Hello,

Received the application for building permit. In the code summary I couldn't find anything about detention and correctional.

Also is this going to be a separated use building?

Thanks

--

[REDACTED]  
***CFPE CFI-II CFPS***

*Fire Prevention Bureau Captain*

*Commercial Code Enforcement Officer*

*275 US Route One*

*Scarborough, ME [04070-0360](tel:207-730-0360)*

*P: (207)-730-[REDACTED] F: (207)-730-[REDACTED]*

[REDACTED]  
[www.scarboroughmaine.org/](http://www.scarboroughmaine.org/)

--

[REDACTED]  
***CFPE CFI-II CFPS***

*Fire Prevention Bureau Captain*

*Commercial Code Enforcement Officer*

*275 US Route One*

Scarborough, ME 04070-0360

P: (207)-730- F: (207)-730-

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



(b)(6), (b)(7)(C)

Facilities Management Division (FMD)  
Office of Asset and Facilities Management (OAFM)  
FMD|OAFM|DHS|ICE  
500 12<sup>th</sup> Street SW  
Washington, DC 20536  
C:202-754-

(b)(6);  
(b)(7)(C)

**From:** Kim Lehan - 1PRL <[kimberly.lehan@gsa.gov](mailto:kimberly.lehan@gsa.gov)>

**Sent:** Friday, November 30, 2018 2:44 PM

**To:** (b)(6), (b)(7)(C)

**Cc:** Mike Dunbar (1PAA) <[mike.dunbar@gsa.gov](mailto:mike.dunbar@gsa.gov)>; George Welch - 1PRL <[george.welch@gsa.gov](mailto:george.welch@gsa.gov)>;

(b)(6), (b)(7)(C)

**Subject:** Re: 75 John Roberts Road South Portland

Hi (b)(6), (b)(7)(C)

Just a couple of comments. It is up to your team if it needs to be included.

What are the agency's hours of operation? The RLP states 7:00-6:00 PM. Please let me know if I should notate different hours in the advertisement.

This is what is currently stated in the standard lease for AAAP in regards to cyclical paint and carpet:

**6.11 MAINTENANCE OF PROVIDED FINISHES (AAAP VARIATION (OCT 2017))**

- A. Paint, wall coverings. Lessor shall maintain all wall coverings and high performance paint coatings in "like new" condition for the life of the Lease. All painted surfaces shall be repainted at the Lessor's expense, including the moving and returning of furnishings, any time during the occupancy by the Government if the paint is peeling or permanently stained, except where damaged due to the negligence of the Government. All work shall be done after normal working hours as defined elsewhere in this Lease. In addition to the foregoing requirement,
1. Lessor shall repaint common areas at least every three years.
  2. Lessor shall perform cyclical repainting of the Space every 5 years of occupancy. This cost, including the moving and returning of furnishings, as well as disassembly and reassembly of systems furniture per manufacturer's warranty, shall be at the Lessor's expense.
- B. Carpet and flooring.
1. Except when damaged by the Government, the Lessor shall repair or replace flooring at any time during the Lease term when:
    - a. Backing or underlayment is exposed;
    - b. There are noticeable variations in surface color or texture;
    - c. It has curls, upturned edges, or other noticeable variations in texture;
    - d. Tiles are loose; or,
    - e. Tears or tripping hazards are present.
  2. Notwithstanding the foregoing, as part of the rental consideration, for leases with a full term of at least 15 years, the Lessor shall replace all carpet and base coving in the Space in the 10<sup>th</sup> year, with a product which meets the requirements in the "Floor Coverings and Perimeters" paragraph in this Lease.
  3. Repair or replacement shall include the moving and returning of furnishings, including disassembly and reassembly of systems furniture per manufacturer's warranty, if necessary. Work shall be performed after the normal hours established elsewhere in this Lease.

On Fri, Nov 30, 2018 at 12:47 PM (b)(6), (b)(7)(C)

wrote:

Hi Kim,

(b)(5)

Please review and send back to me. I would like for ERO Mission Support to review it.

Thank you,

(b)(6); (b)(7)(C)

Facilities Management Division (FMD)  
Office of Asset and Facilities Management (OAFM)  
FMD|OAFM|DHS|ICE  
500 12<sup>th</sup> Street SW  
Washington, DC 20536  
C:202-754-(b)(6);  
(b)(7)(C)

**From:** Kim Lehan - 1PRL <[kimberly.lehan@gsa.gov](mailto:kimberly.lehan@gsa.gov)>

**Sent:** Friday, November 30, 2018 11:53 AM

**To:** (b)(6); (b)(7)(C)

**Cc:** Mike Dunbar (1PAA) <[mike.dunbar@gsa.gov](mailto:mike.dunbar@gsa.gov)>; George Welch - 1PRL <[george.welch@gsa.gov](mailto:george.welch@gsa.gov)>;

(b)(6); (b)(7)(C)

**Subject:** Re: 75 John Roberts Road South Portland

Hi (b)(6); (b)(7)(C)

Find the draft ad attached? I dug up the cleaning for ICE in Burlington. Please see highlighted and review/confirm language.

-Kim

On Thu, Nov 29, 2018 at 2:23 PM (b)(6); (b)(7)(C)  
wrote:

Good Afternoon Kim,

(b)(5)

(b)(5)

Do not hesitate to contact me if you have any questions.

Thank you,

(b)(6); (b)(7)(C)

Facilities Management Division (FMD)  
Office of Asset and Facilities Management (OAFM)  
FMD|OAFM|DHS|ICE  
500 12<sup>th</sup> Street SW  
Washington, DC 20536

C:202-754-(b)(6);  
(b)(7)(C)

**From:** Kim Lehan - 1PRL <[kimberly.lehan@gsa.gov](mailto:kimberly.lehan@gsa.gov)>

**Sent:** Wednesday, November 28, 2018 3:02 PM

**To:** (b)(6); (b)(7)(C)

**Cc:** Mike Dunbar (1PAA) <[mike.dunbar@gsa.gov](mailto:mike.dunbar@gsa.gov)>; George Welch - 1PRL  
<[george.welch@gsa.gov](mailto:george.welch@gsa.gov)>; (b)(6); (b)(7)(C)

**Subject:** Re: 75 John Roberts Road South Portland

Hi (b)(6); (b)(7)(C)

Unfortunately, the owner is not budging. Building C is no longer an option. I apologize about this. I am extremely frustrated myself.

If building B is definitely not an option for ERO, we will have to re-advertise.

If we re-advertise I would recommend expanding the DA. Below is a list of the locations in the current DA and the surrounding area. Please let me know what you would like to include in the next advertisement. Also, please re-confirm in writing your ABOA requirement and your parking requirement.

Portland

South Portland  
Scarborough  
Westbrook  
Buxton  
Gorham

Please advise how you would like to proceed.

On Mon, Nov 26, 2018 at 12:10 PM (b)(6); (b)(7)(C)

(b)(6); (b)(7)(C) wrote:

Good Morning Kim,

(b)(5)

Thank you,

(b)(6); (b)(7)(C)

Facilities Management Division (FMD)  
Office of Asset and Facilities Management (OAFM)  
FMD|OAFM|DHS|ICE  
500 12<sup>th</sup> Street SW  
Washington, DC 20536  
C:202-754-(b)(6);  
(b)(7)(C)

**From:** Kim Lehan - 1PRL <[kimberly.lehan@gsa.gov](mailto:kimberly.lehan@gsa.gov)>

**Sent:** Monday, November 26, 2018 9:18 AM

**To:** (b)(6); (b)(7)(C) Mike Dunbar (1PAA)  
<[mike.dunbar@gsa.gov](mailto:mike.dunbar@gsa.gov)>; George Welch - 1PRL <[george.welch@gsa.gov](mailto:george.welch@gsa.gov)>

**Subject:** Fwd: 75 John Roberts Road South Portland

Good Morning (b)(6); (b)(7)(C)

I received a message from owner of John Roberts Road this morning. They would like to offer space in building B instead of building C at John Roberts Road. The building is next door. The lessor stated this is due to the fact that it would be easier to put the sallyport in the back of the space. A brochure is attached. I need to dig into this further myself, but wanted to inform you. I also am following up on the parking and how that can be accommodated. I will reach out when I have more information.

For ICE in Burlington, I will have a response early this week.

-Kim

--

Kimberly A. Lehan  
U.S. General Services Administration  
Office: (617)-960-0271  
Cell: (617)-480-2534



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Kimberly A. Lehan  
U.S. General Services Administration  
Office: (617)-960-0271  
Cell: (617)-480-2534



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Cell: (617)-480-2534



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Kimberly A. Lehan  
U.S. General Services Administration  
Office: (617)-960-0271  
Cell: (617)-480-2534



**From:** (b)(6); (b)(7)(C)  
**Sent:** 10 Dec 2018 19:39:33 +0000  
**To:** (b)(6); (b)(7)(C)  
**Cc:**  
**Subject:** ERO South Portland New advertisement  
**Attachments:** CLEANING CLAUSE-2018 rev-12-10-18.docx, DHS ERO Advertisement rev-12-10-18.docx, 2018-12-04-AME01669v1 rev 12-10-18.pdf  
**Importance:** High

Good Afternoon (b)(6); (b)(7)(C)

(b)(5)

Do not hesitate to contact me if you have any questions or concerns.

Thank you,

(b)(6); (b)(7)(C)

Facilities Management Division (FMD)  
Office of Asset and Facilities Management (OAFM)  
FMD|OAFM|DHS|ICE  
500 12<sup>th</sup> Street SW  
Washington, DC 20536  
C:202-754-(b)(6); (b)(7)(C)

**From:** Kim Lehan - 1PRL <kimberly.lehan@gsa.gov>  
**Sent:** Tuesday, December 4, 2018 4:32 PM  
**To:** (b)(6); (b)(7)(C)  
**Cc:** Mike Dunbar (1PAA) <mike.dunbar@gsa.gov>; George Welch - 1PRL <george.welch@gsa.gov>; (b)(6); (b)(7)(C)  
**Subject:** Re: 75 John Roberts Road South Portland

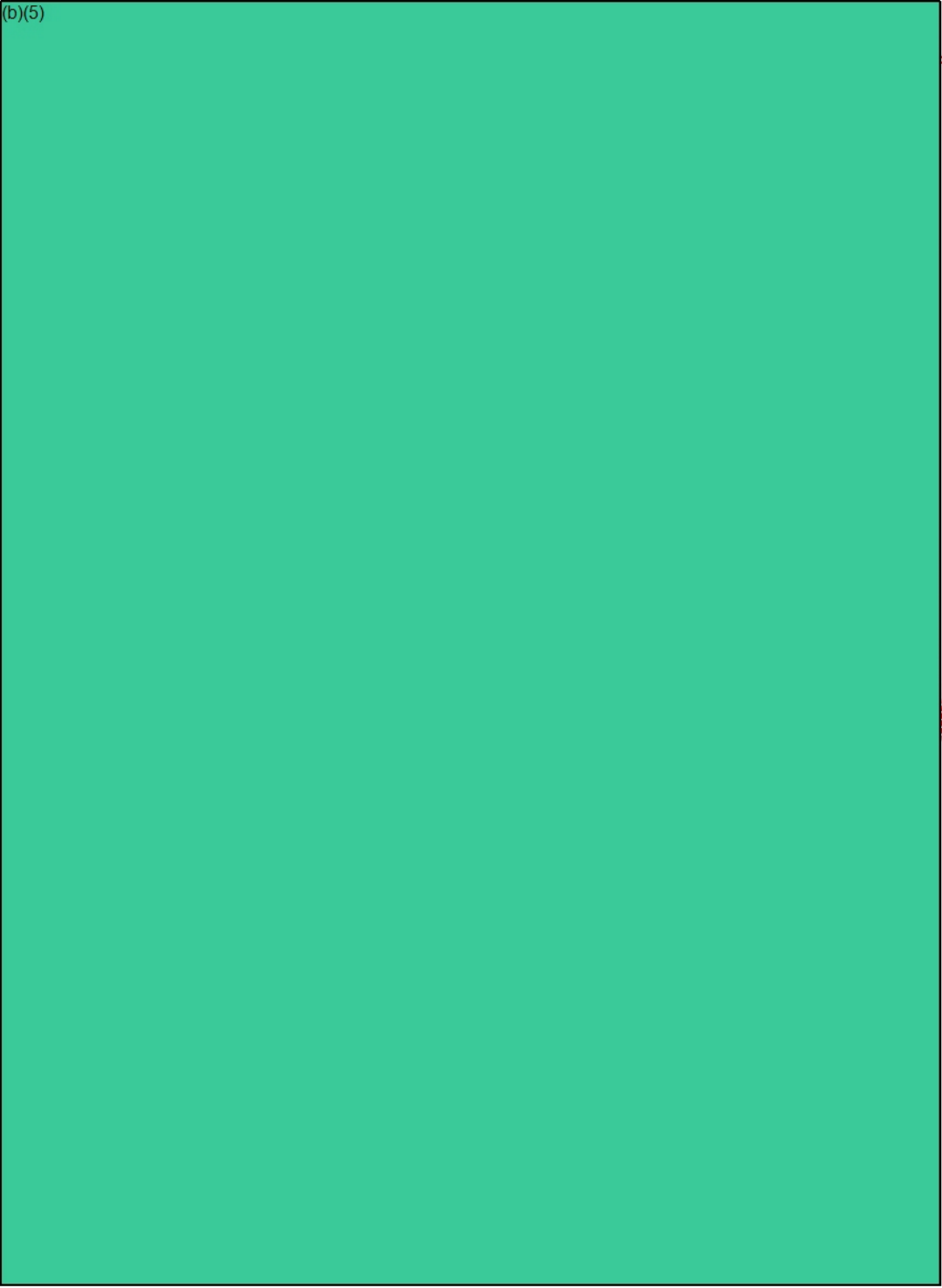
Hi (b)(6); (b)(7)(C)

Attached is the updated OA for DHS ERO for your review and signature.

Also, please confirm the language for the cleaning clause and comments on the advertisement.

-Kim

(b)(5)



(b)(5)



(b)(5)





(b)(5)





## U.S. GOVERNMENT

This FBO advertisement is hereby incorporated into the RLP 19-REG01 by way of reference as an RLP attachment.

U.S. GOVERNMENT seeks to lease the following office space through the Automated Advanced Acquisition Program (AAAP):

City: **Portland, South Portland, Scarborough, Westbrook, Saco**

State: **ME**

Delineated Area: **Portland, South Portland, Scarborough, Westbrook, Saco**

Minimum ABOA Sq. Ft.: **5,520**

Maximum ABOA Sq. Ft.: **5,796**

Space Type: **Office**

Term\*: **15 years, 12 firm**

*\*However, Offerors are encouraged to submit rates for all terms available in the AAAP for consideration against future GSA requirements.*

Agency Unique Requirements:

**A Sallyport is required**

**The Agency requires 9 parking spaces. The parking must be secured and fenced with a privacy screen all around and connected directly with the Sallyport.**

### **Appendix "A" Cleaning clause**

Agency Tenant Improvement Allowance:	Existing leased space:	<b>\$44.403</b> per ABOA SF
	Other locations offered:	<b>\$44.403</b> per ABOA SF
Building Specific Amortized Capital (BSAC)	Existing leased space:	<b>\$12.00</b> per ABOA SF
	Other locations offered:	<b>\$12.00</b> per ABOA SF

**HOW TO OFFER:** The Automated Advanced Acquisition Program (AAAP), located at <https://aaap.gsa.gov>, will enable interested parties to offer space for lease to the Federal Government in response to RLP 19-REG01. In addition, the Government will use its AAAP to satisfy the above space requirement.

Interested parties must go to the AAAP website, select the "Register to Offer Space" link and follow the instructions to register. Instructional guides and video tutorials are offered on the AAAP homepage and in the "HELP" tab on the AAAP website. Once registered, interested parties may enter offers during any "Open Period".

The Open Period is the 1st through the 7th of each month, ending at 11:59 p.m. EST. Refer to AAAP RLP paragraph 3.02.A for more details on the offer submission process. The Government reserves the right to allow for multiple Open Periods prior to selecting an offer for award to meet this specific space requirement. Offers cannot be submitted during the Closed Period (8th through the end of each month) and will not be considered for projects executed during that time period.

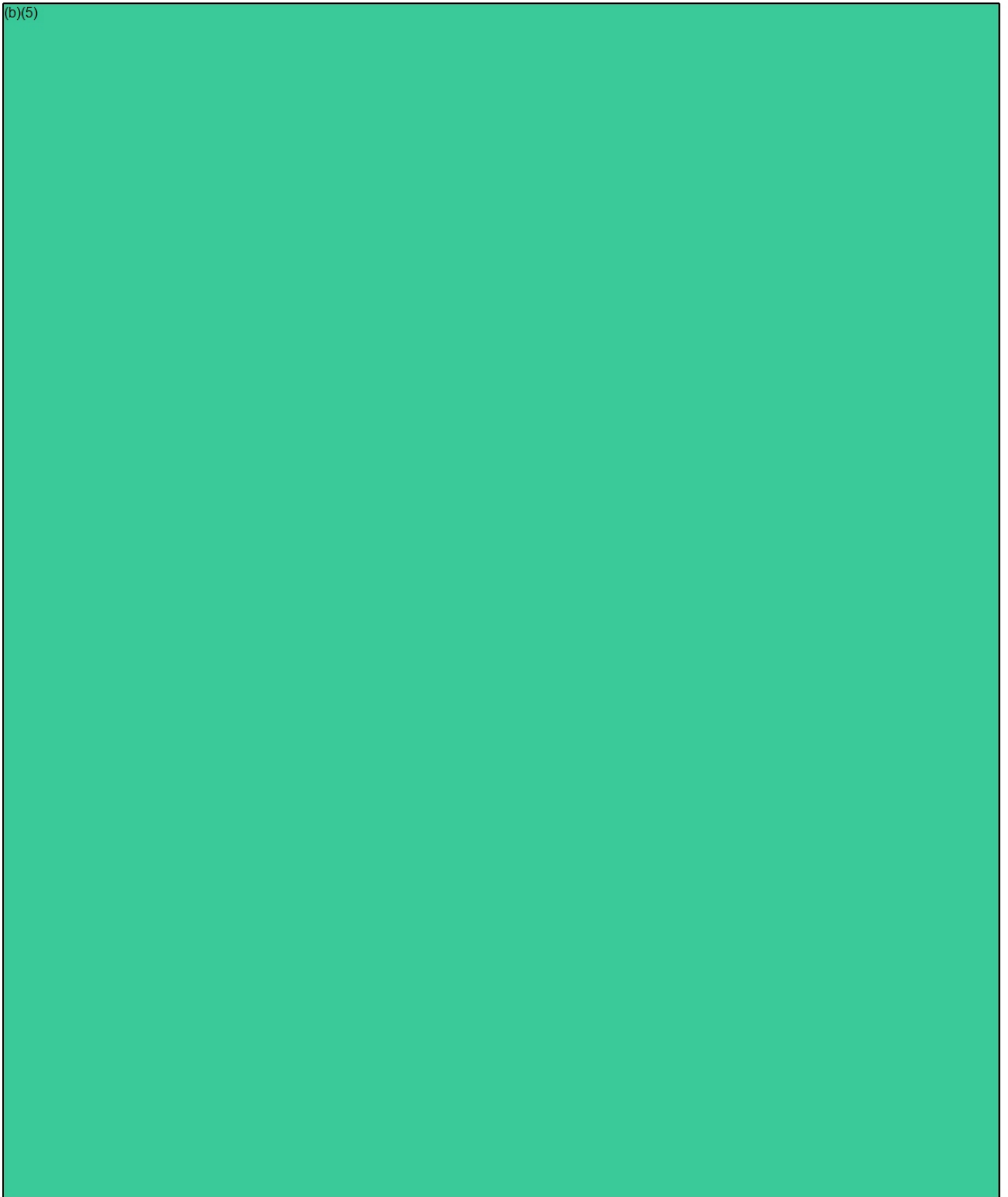
This FBO advertisement is hereby incorporated into the RLP 19-REG01 by way of reference as an RLP attachment.

Lease award will be made to the lowest price, technically acceptable offer, without negotiations, based upon the requirements in this FBO advertisement and in the RLP requirements package found on the AAAP website. During an Open Period, offerors will be permitted to submit new offers or modify existing offers. Offerors can draft an offer at any time; however, you can only submit an offer during the Open Period.

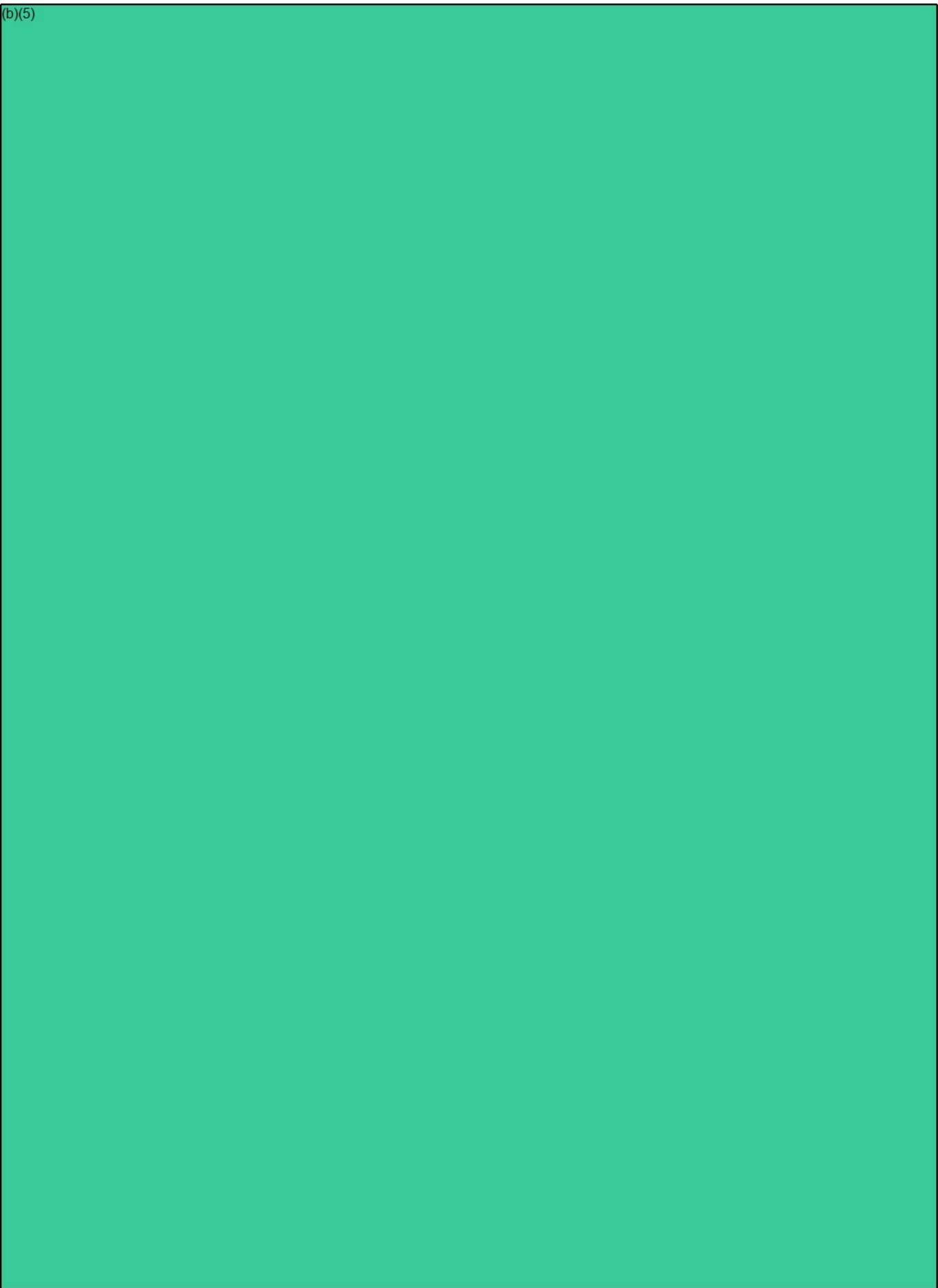
The offered space must comply with the requirements in this FBO advertisement and RLP 19-REG01 and must meet Federal Government, State, and Local jurisdiction requirements, including requirements for fire and life safety, security, accessibility, seismic, energy, and sustainability standards in accordance with the terms of the Lease. The Lease and all documents that constitute the Lease package can be found at <https://aaap.gsa.gov>.

*\* If you have previously submitted an offer in FY 2018, the AAAP application has a copy feature which will allow existing offers to be copied over to the FY 2019 RLP in order to avoid having to re-enter all of the data manually. Please be sure to review FY19 AAAP RLP Package and each page within the AAAP Application prior to submitting your offer as some of the questions have changed. You must re-enter your space and rates on the 'Space and Rates' tab in the AAAP. Your previous offered space will not be copied.*

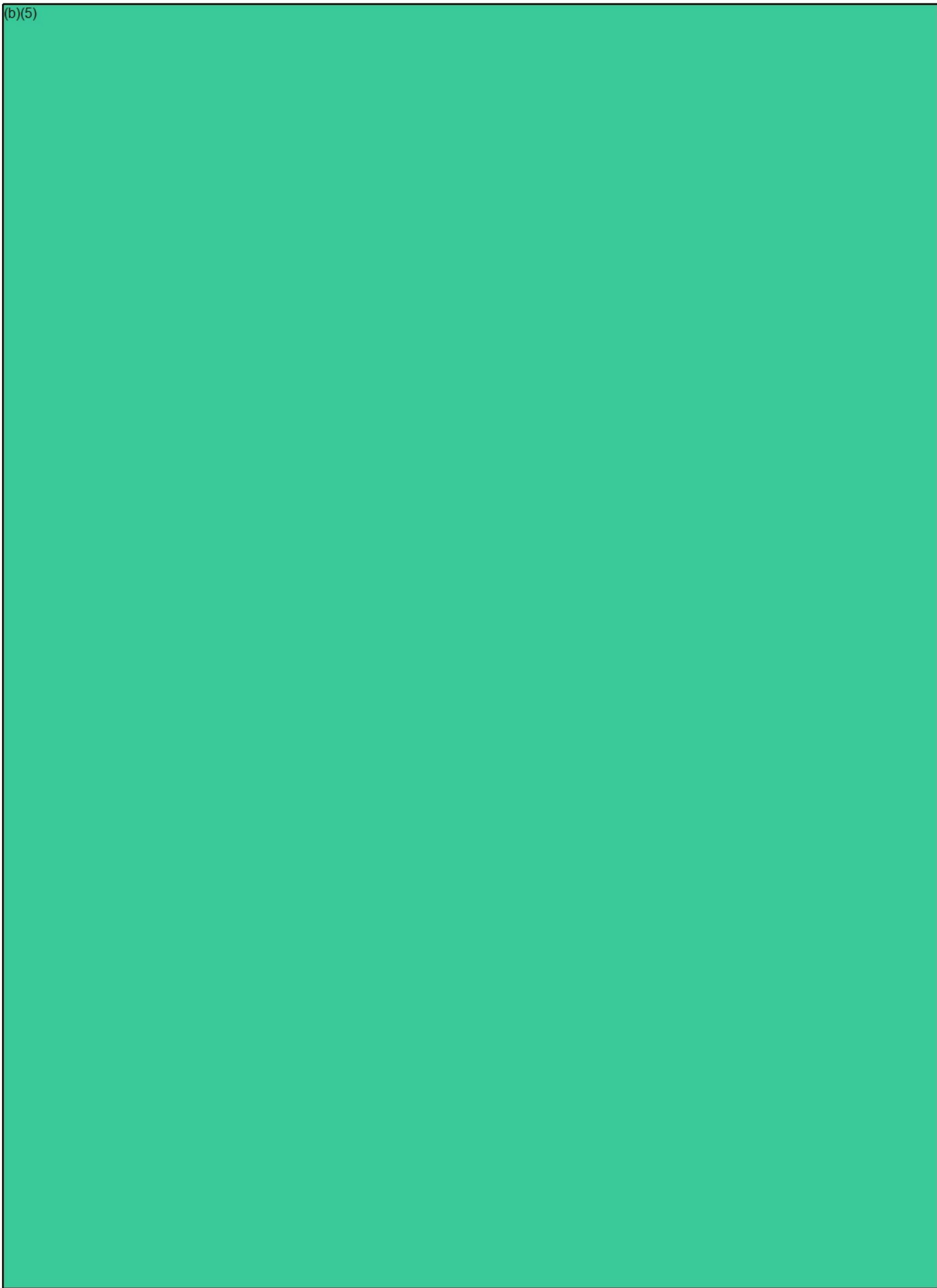
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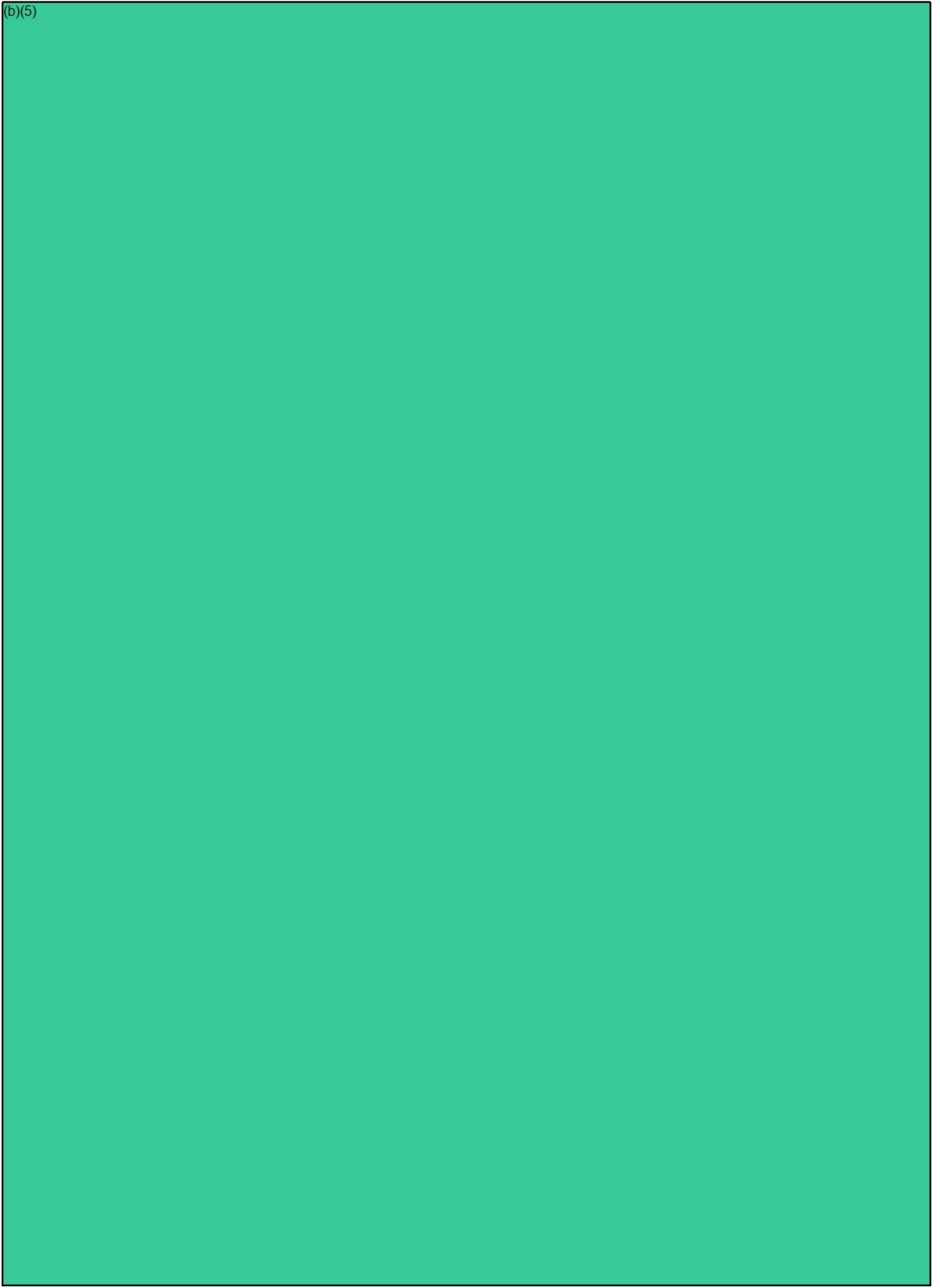


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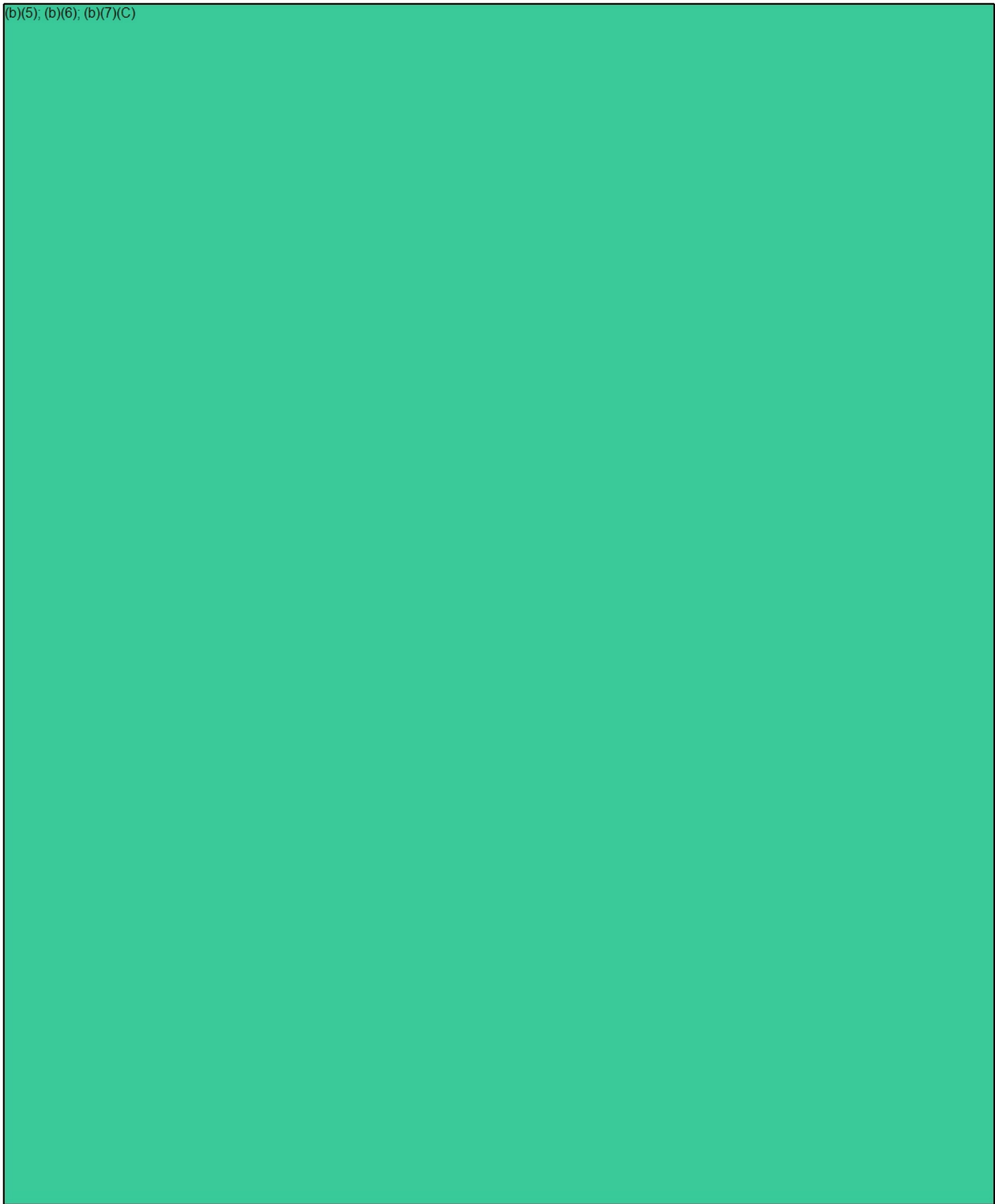


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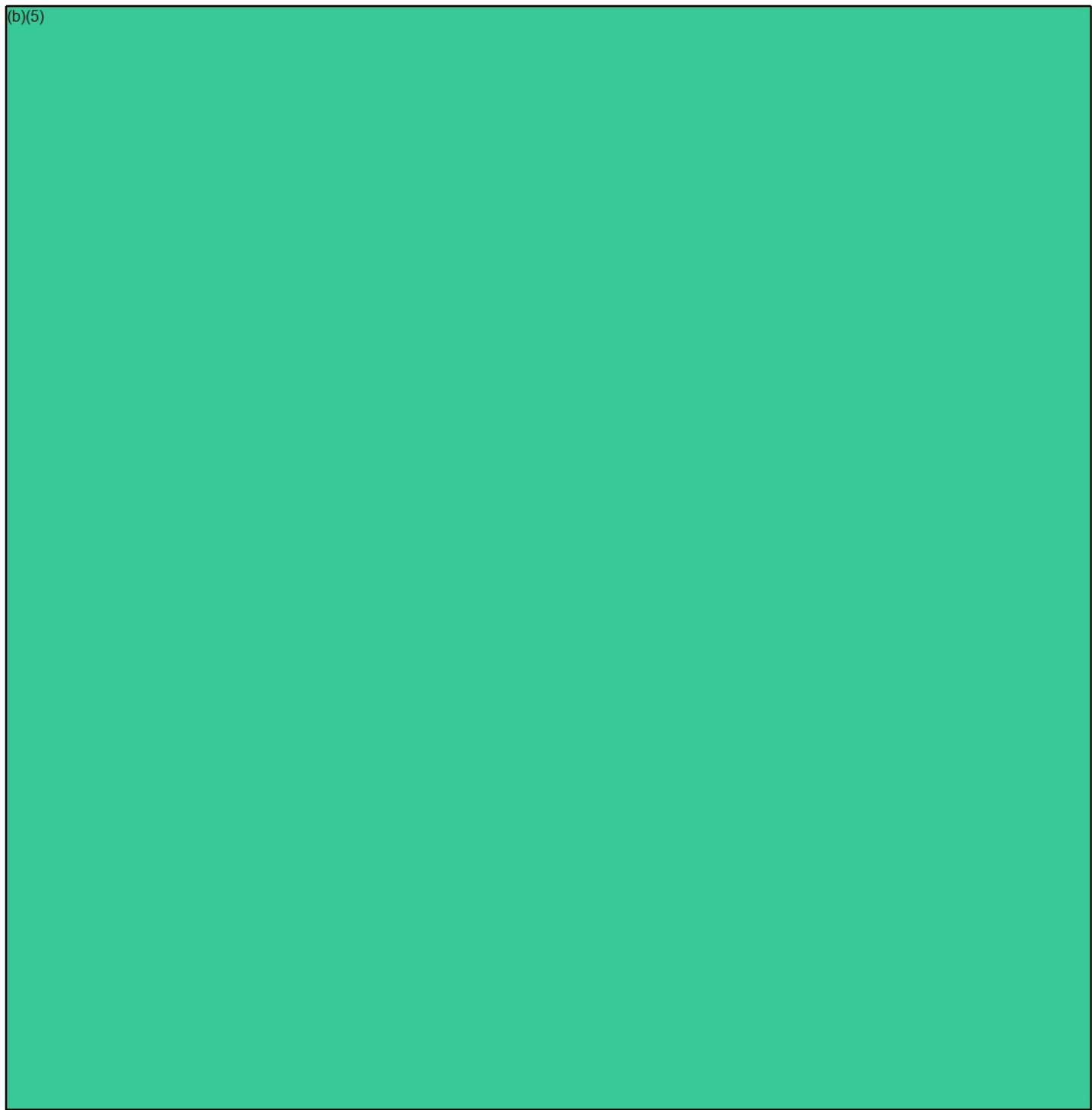
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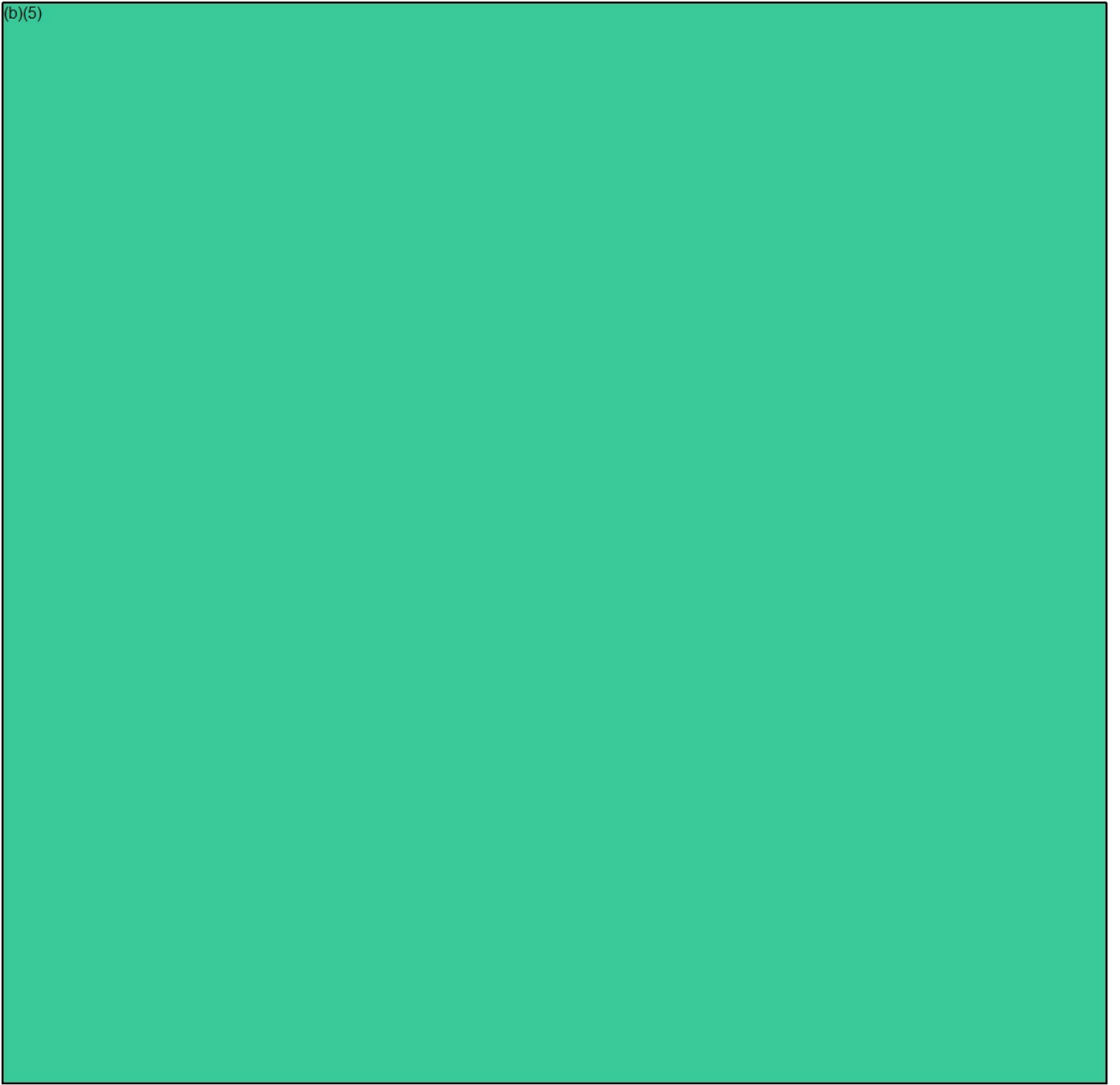




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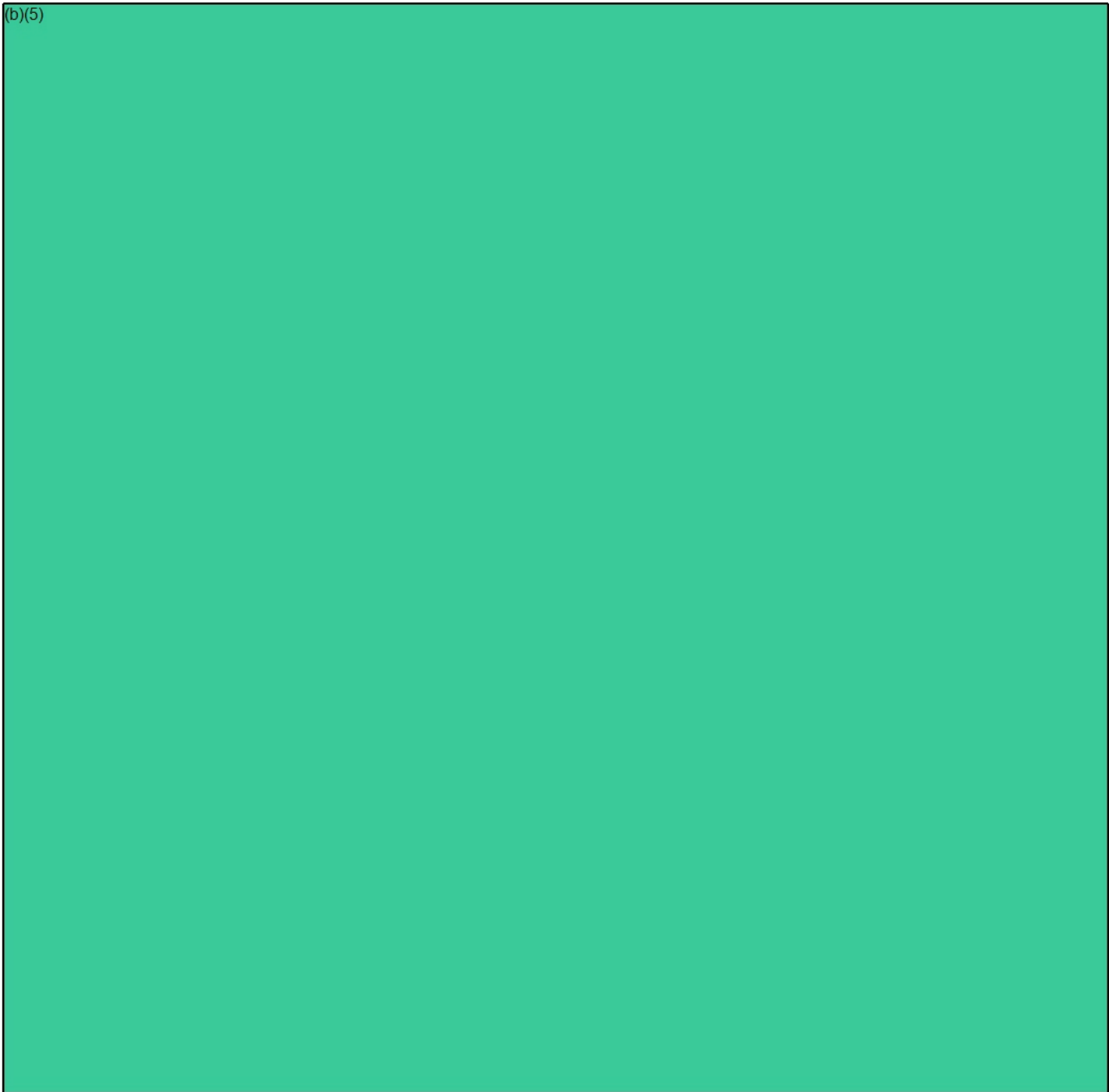
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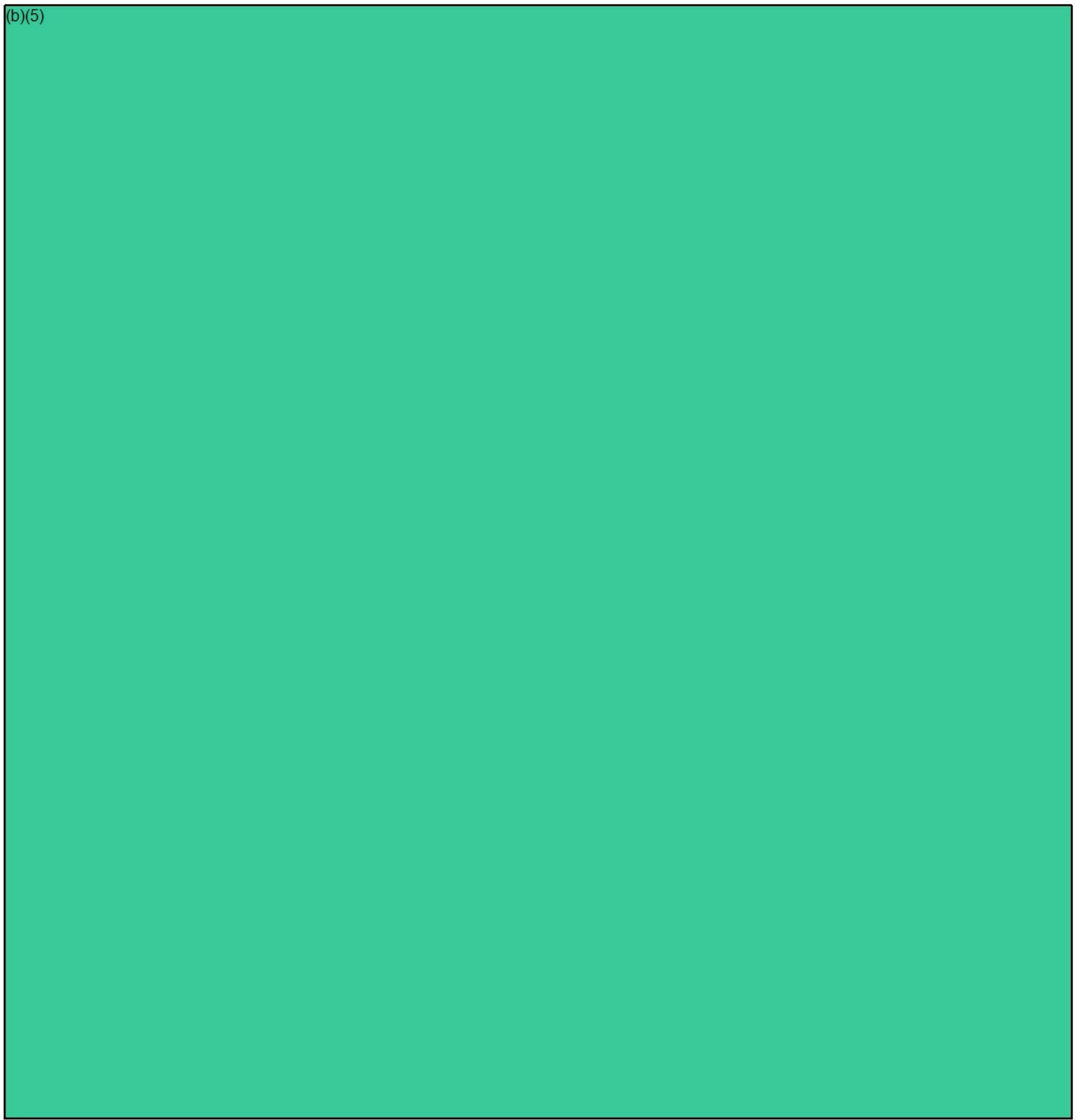
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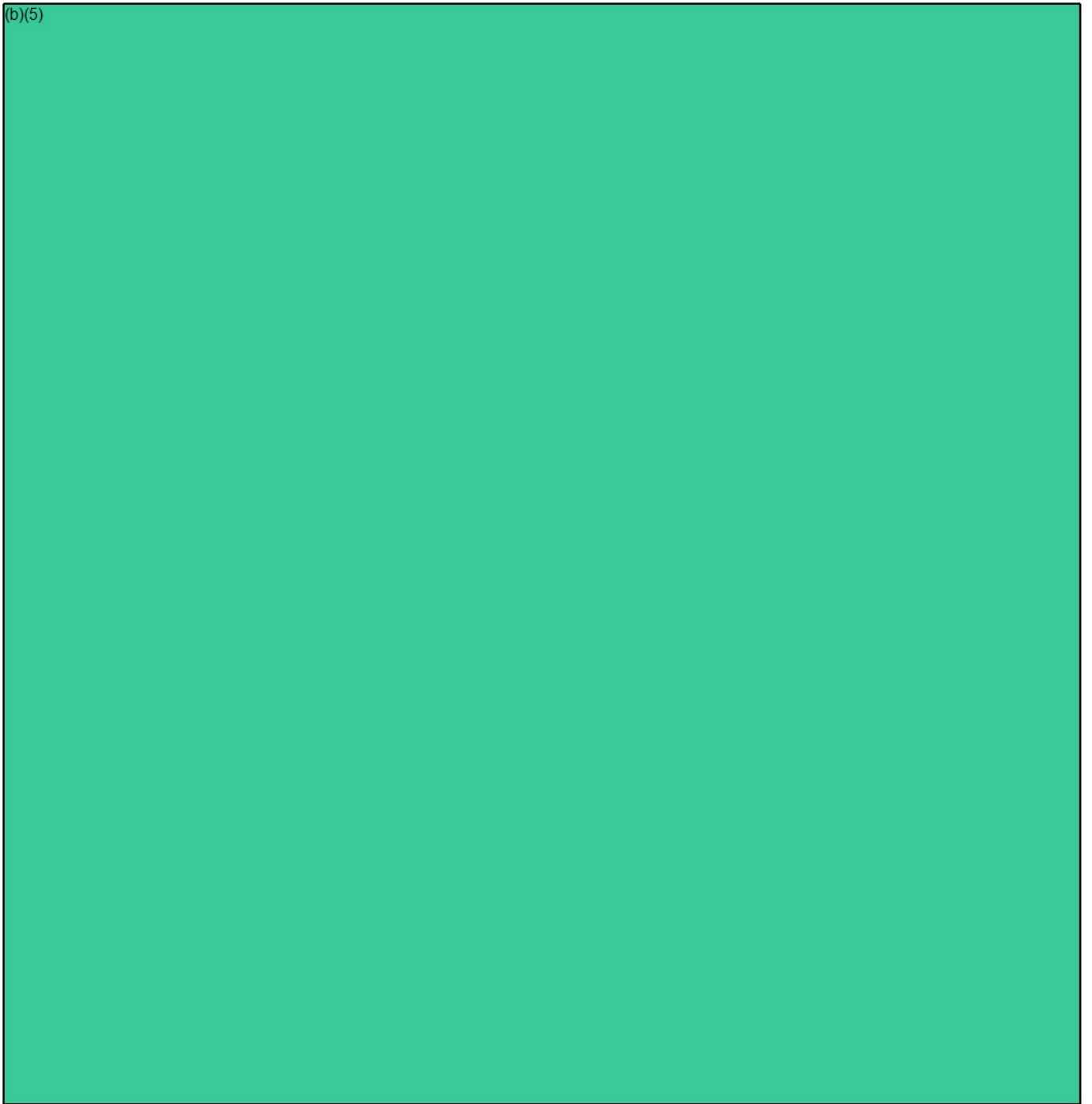
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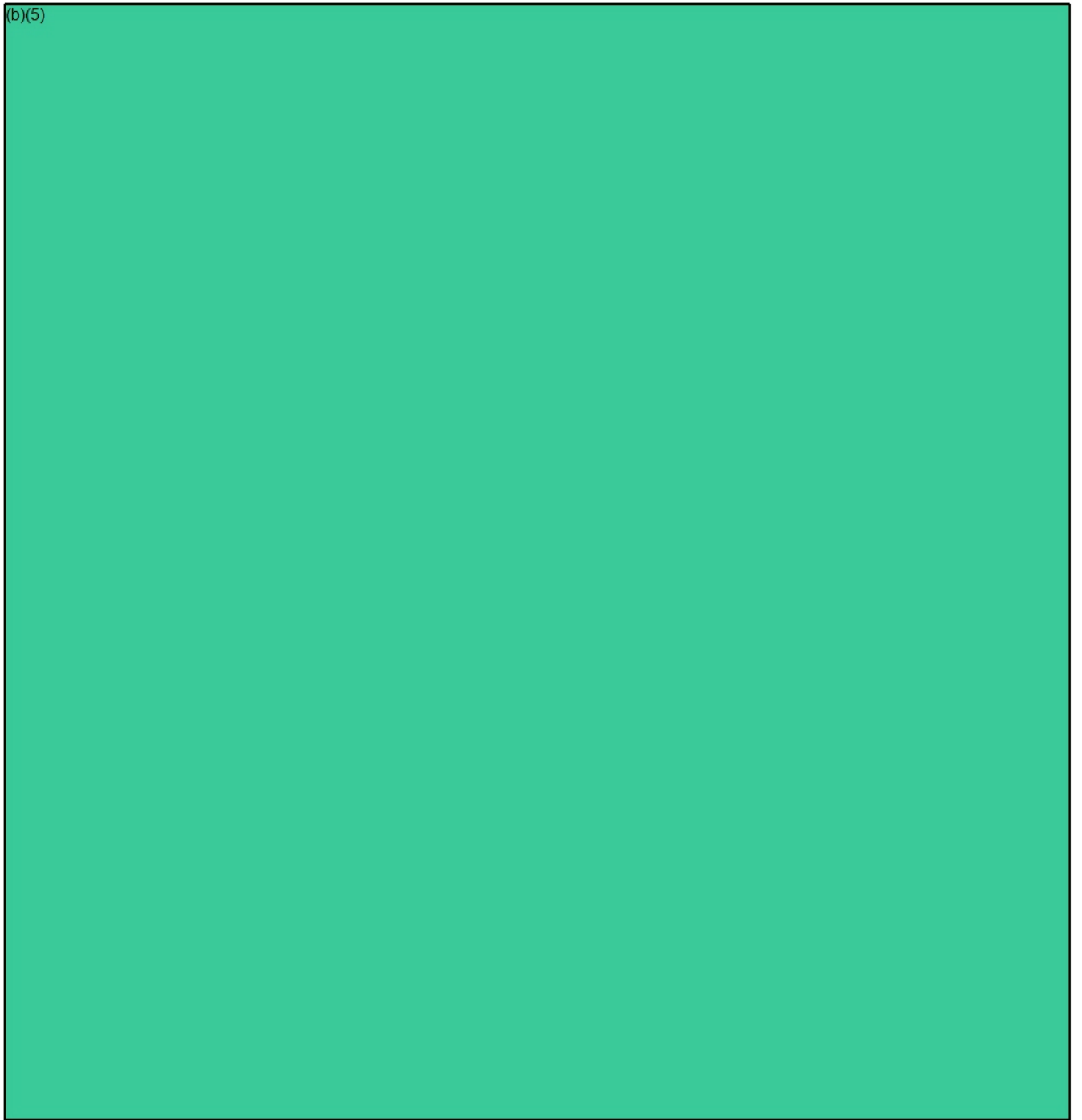
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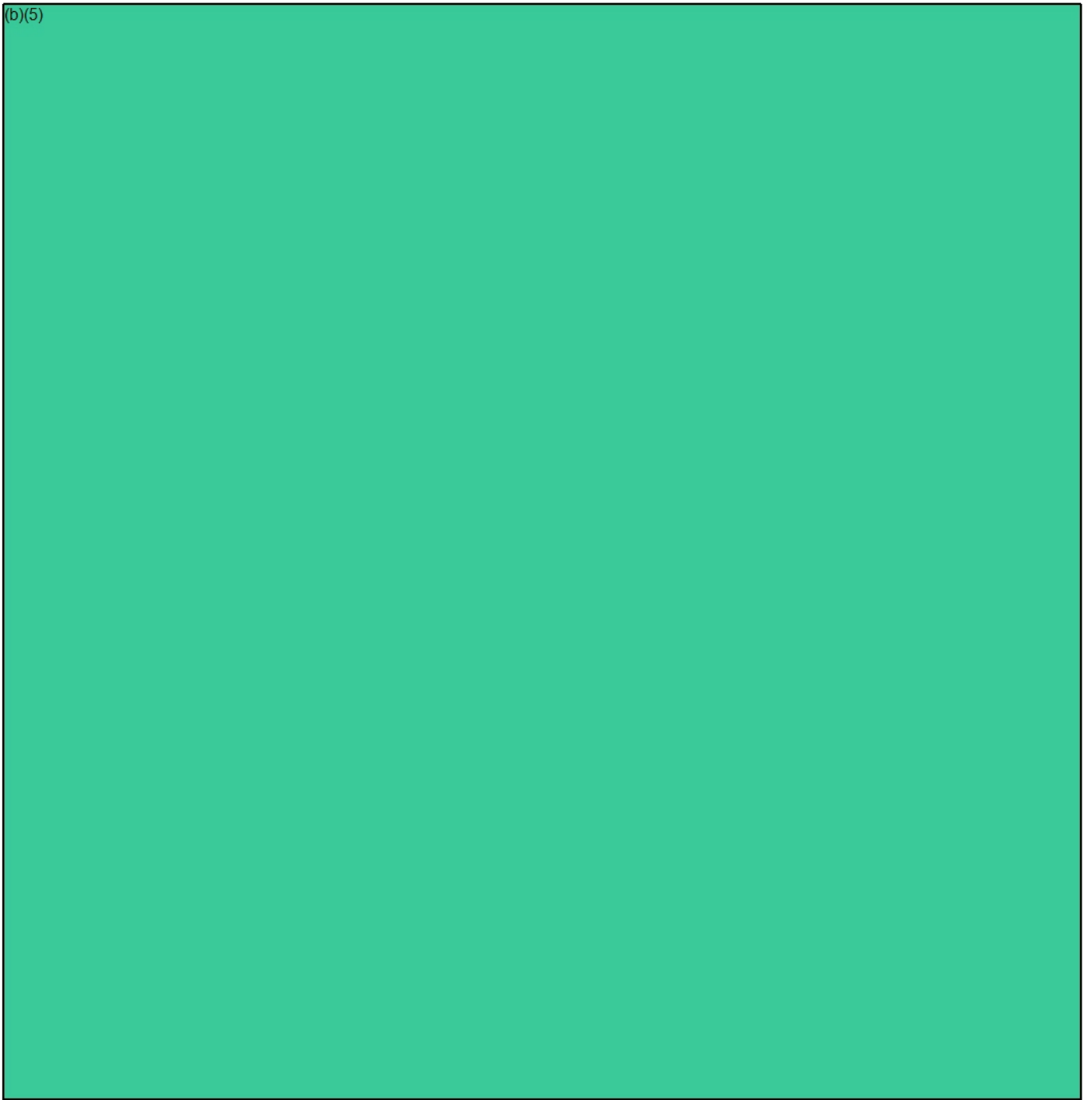


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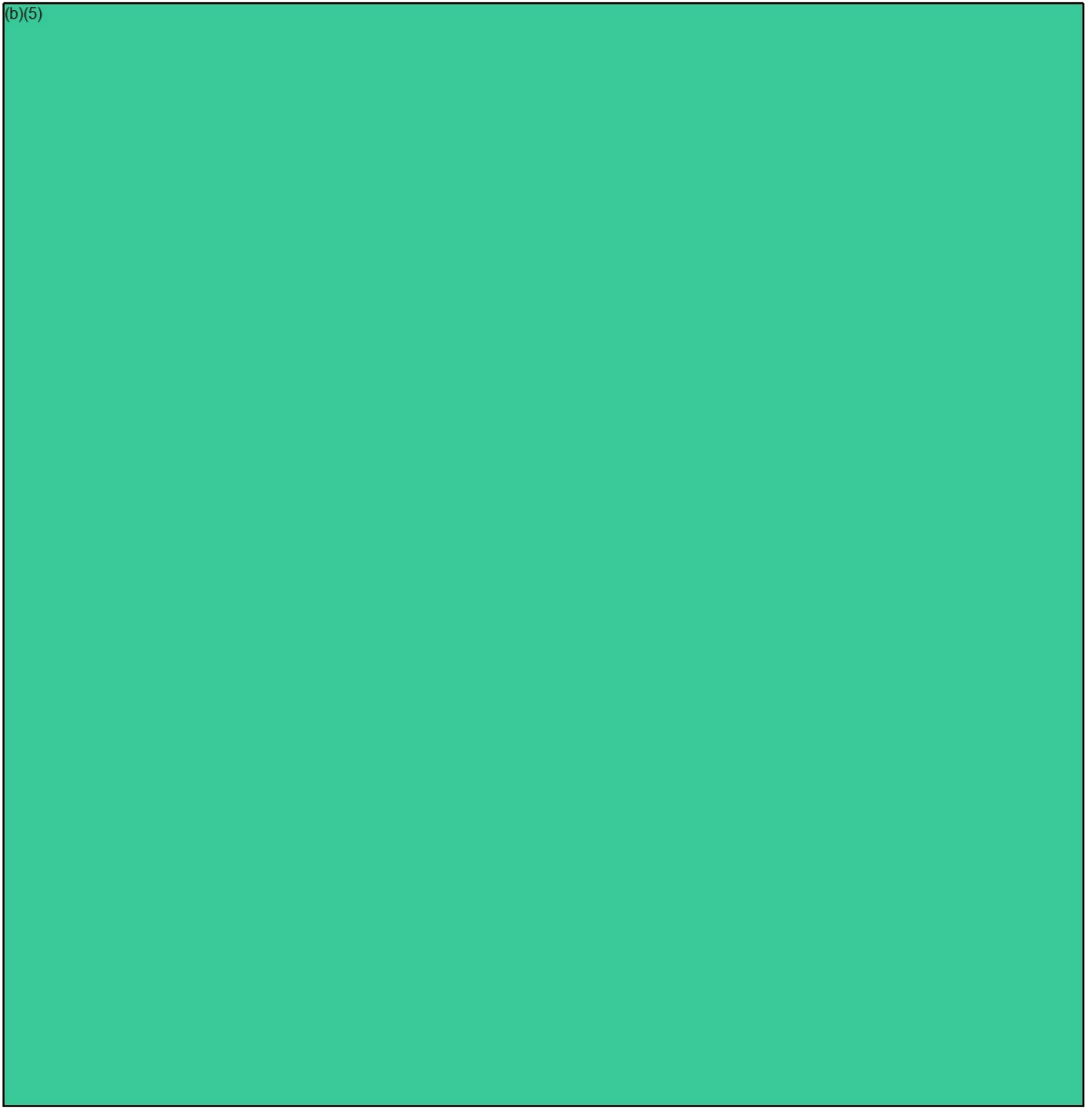




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(b)(5)



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(b)(5)



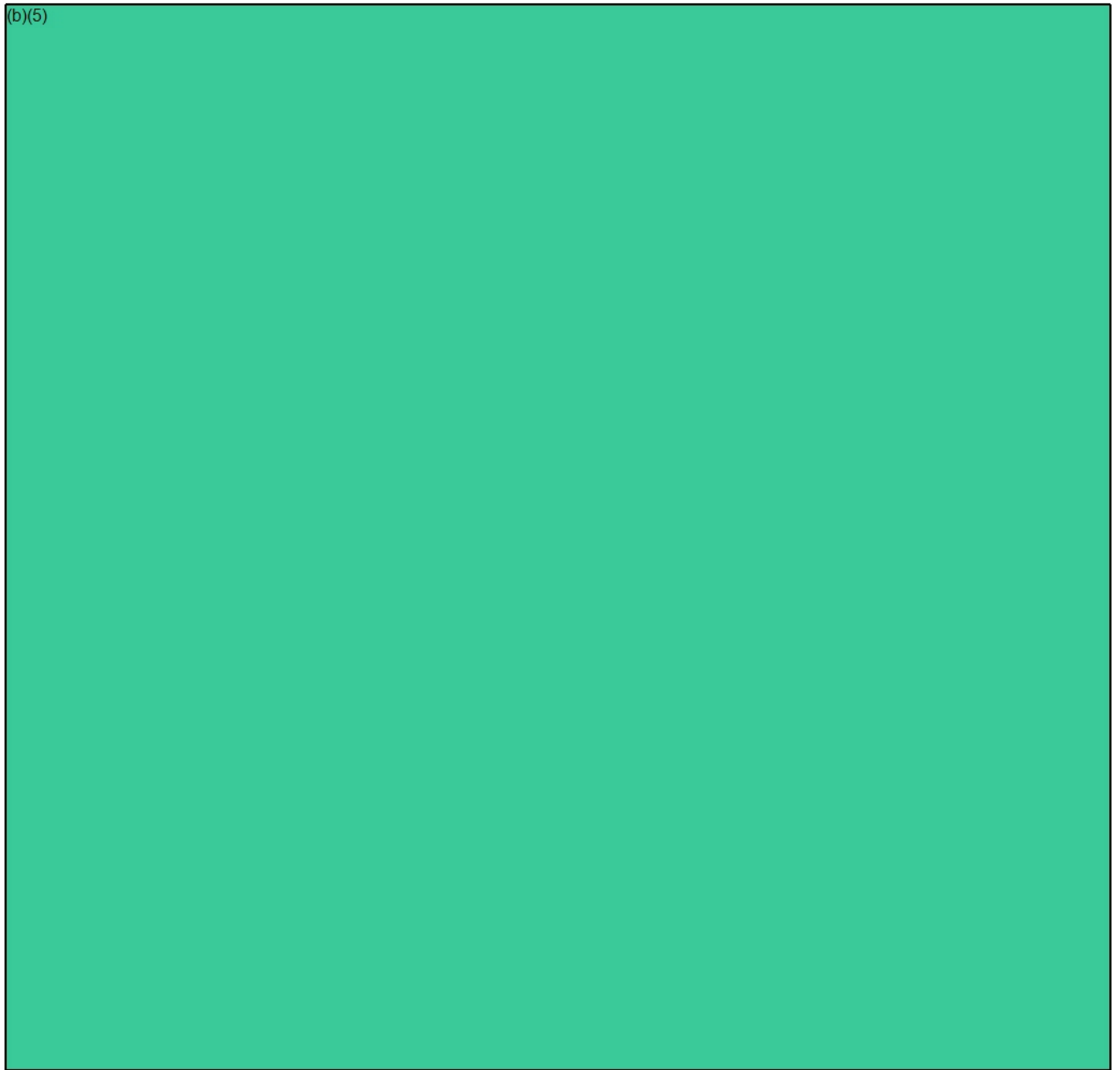
(b)(5)



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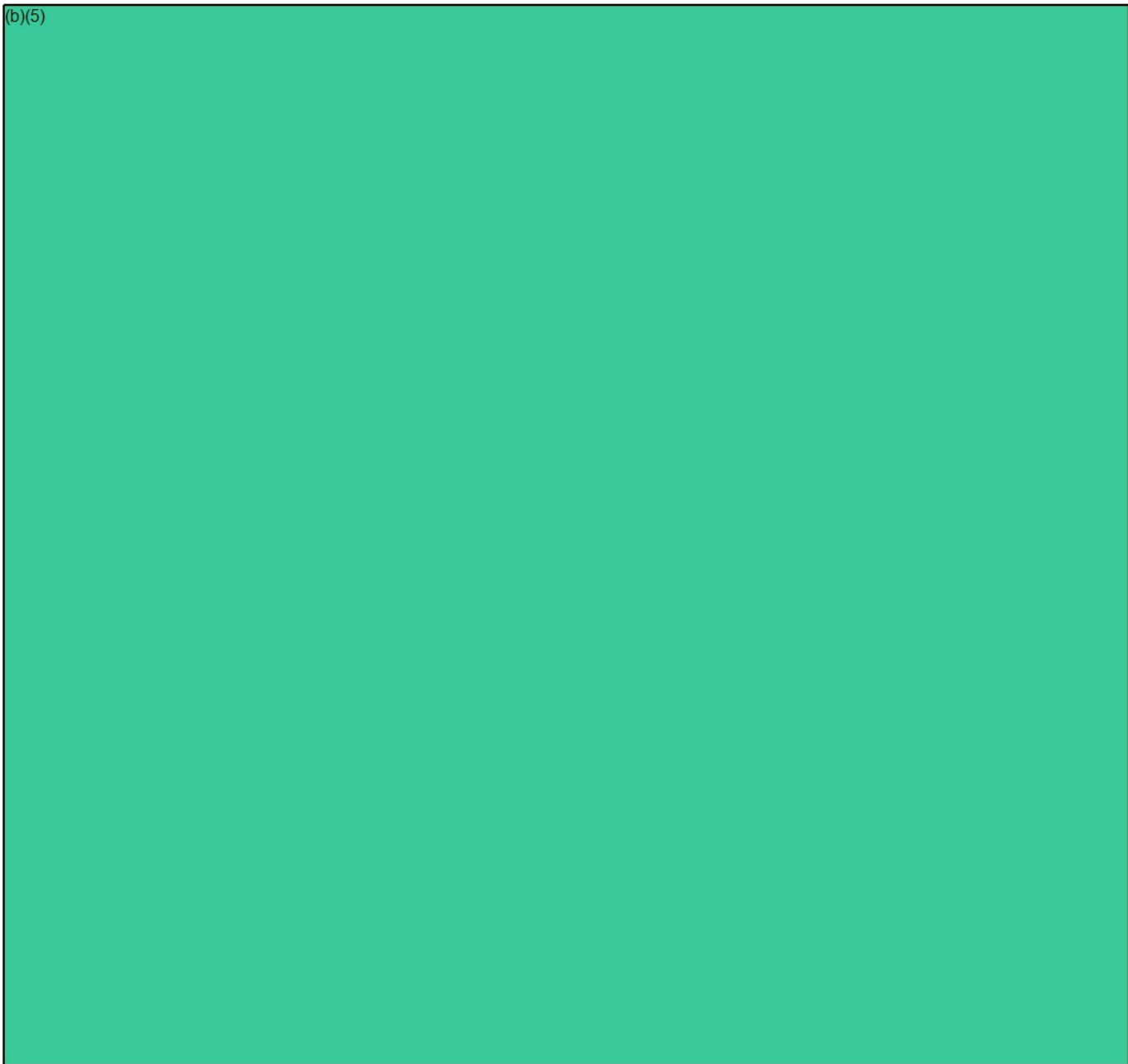
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## U.S. GOVERNMENT

This FBO advertisement is hereby incorporated into the RLP 19-REG01 by way of reference as an RLP attachment.

U.S. GOVERNMENT seeks to lease the following office space through the Automated Advanced Acquisition Program (AAAP):

City: **Portland, South Portland, Scarborough, Westbrook, Saco**

State: **ME**

Delineated Area: **Portland, South Portland, Scarborough, Westbrook, Saco**

Minimum ABOA Sq. Ft.: **5,520**

Maximum ABOA Sq. Ft.: **5,796**

Space Type: **Office**

Term\*: **15 years, 13 years firm**

*\*However, Offerors are encouraged to submit rates for all terms available in the AAAP for consideration against future GSA requirements.*

Agency Unique Requirements:

**A Sallyport is required**

**The Agency requires 9 parking spaces. The parking must be secured and fenced with a privacy screen all around and connected directly with the Sallyport.**

**Carpet and gym flooring shall be replaced every 7 years**

**Hours of operation are 6:30 AM to 4:30 PM**

**Revised language for AAAP Lease paragraph 6.06 Janitorial Language is attached to this advertisement**

Agency Tenant Improvement Allowance:	Existing leased space:	<b>\$44.403</b> per ABOA SF
	Other locations offered:	<b>\$44.403</b> per ABOA SF

Building Specific Amortized Capital (BSAC)	Existing leased space:	<b>\$12.00</b> per ABOA SF
	Other locations offered:	<b>\$12.00</b> per ABOA SF

**HOW TO OFFER:** The Automated Advanced Acquisition Program (AAAP), located at <https://aaap.gsa.gov>, will enable interested parties to offer space for lease to the Federal Government in response to RLP 19-REG01. In addition, the Government will use its AAAP to satisfy the above space requirement.

Interested parties must go to the AAAP website, select the "Register to Offer Space" link and follow the instructions to register. Instructional guides and video tutorials are offered on the AAAP homepage and in the "HELP" tab on the AAAP website. Once registered, interested parties may enter offers during any "Open Period".

The Open Period is the 1st through the 7th of each month, ending at 11:59 p.m. EST. Refer to AAAP RLP paragraph 3.02.A for more details on the offer submission process. The Government reserves the right to allow for multiple Open Periods prior to selecting an offer for award to meet this specific space requirement. Offers cannot be submitted during the Closed Period (8th through the end of each month) and will not be considered for projects executed during that time period.

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Lease award will be made to the lowest price, technically acceptable offer, without negotiations, based upon the requirements in this FBO advertisement and in the RLP requirements package found on the AAAP website. During an Open Period, offerors will be permitted to submit new offers or modify existing offers. Offerors can draft an offer at any time; however, you can only submit an offer during the Open Period.

The offered space must comply with the requirements in this FBO advertisement and RLP 19-REG01 and must meet Federal Government, State, and Local jurisdiction requirements, including requirements for fire and life safety, security, accessibility, seismic, energy, and sustainability standards in accordance with the terms of the Lease. The Lease and all documents that constitute the Lease package can be found at <https://aaap.gsa.gov>.

*\* If you have previously submitted an offer in FY 2018, the AAAP application has a copy feature which will allow existing offers to be copied over to the FY 2019 RLP in order to avoid having to re-enter all of the data manually. Please be sure to review FY19 AAAP RLP Package and each page within the AAAP Application prior to submitting your offer as some of the questions have changed. You must re-enter your space and rates on the 'Space and Rates' tab in the AAAP. Your previous offered space will not be copied.*

## **Attachment to advertisement for 7ME2094**

### **Modified AAAP Lease Paragraph 6.06 JANITORIAL SERVICES**

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors. Spot vacuum all carpets in the building and remove carpet stains. Spot clean walls, light switches, doors and window frames

Daily vacuum all corridors, lobbies, hallways, and other non public areas. Clean drinking fountains. Daily cleaning of the breakroom's floors, tables, chairs, sinks, appliances, and sanitize counter tops. Daily cleaning of the Gym floor and sanitize shower area, including vacuum the carpet and spot clean carpet stains. Dispose of all trash and garbage generated in or about the Building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances, and lobbies. Police sidewalks, parking areas, and driveways. Clean glass in all entry doors to the Space.

A.1.- Two times daily. Cleaning of all the restrooms by sweep and damp mop with germicidal disinfectant, and scrub restrooms as needed. Clean all restroom fixtures and replenish restroom supplies. Empty trash receptacles in the bathrooms. Schedule for all restroom's cleaning as follows: first cleaning at 6:30 am, and second cleaning at 1:00pm.

B. Two times a week. Vacuum all offices and cubicles.

C. Three times a week. Wipe down of Gym's equipment with a sanitary hand soap.

D. Weekly. Damp mop and spray buff all resilient floors, tile floors, and laminated floors, and health units floors. Sweep sidewalks, parking areas, and driveways (weather permitting).

E. Every two weeks. Spray buff all floors types including corridors, entrance, and lobbies. Damp mop and spray buff hard and floors in office Space.

F. Every month. Provide a professional bathroom mechanical cleaning method of all the restrooms in the building including all tile floors and grout, thoroughly clean all walls, restroom fixtures, counter top vanities, mirrors. restroom wastepaper receptacles, stall partitions, etc. Thoroughly dust furniture. Completely sweep and vacuum all carpets. Sweep storage Space. Spot clean all wall surfaces within 70 inches of the floor. Damp wipe doors, window sills, and frames. Dust HVAC ventilation grills. Shampoo carpets at all entrances.

G. Three times a year. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces. Clean metal and marble surfaces in lobbies.

H. Twice a year. Wash all interior and exterior windows and other glass surfaces. Strip and refinish main corridors and other heavy traffic areas.

I. Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in all offices, cubicles, including all corridors, lobbies, hallways, and other non public areas. Provide one annual deep steam cleaning of Gym and shower floors. Clean ledges, courts, areaways, and flat roofs.

J. Every five years. Dry clean or wash (as appropriate) all draperies.

k. Every Seven years. Replace carpet and the Gym floor with an approved rubberized flooring, within 7 years of use.

L. Professional floor mat services. Provide high quality commercial floor mats for the main entrances of the building. This service to pick up floor mats for a professional deep cleaning and replace them with clean every week. Service shall include the replacement of all new entry mats at a minimum of 4 times a year.

M. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.

N. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).