



COMMISSIONER BOARD MEETING

AUGUST 23, 2023

5:30 PM

SRFR STATION 31 TRAINING ROOM

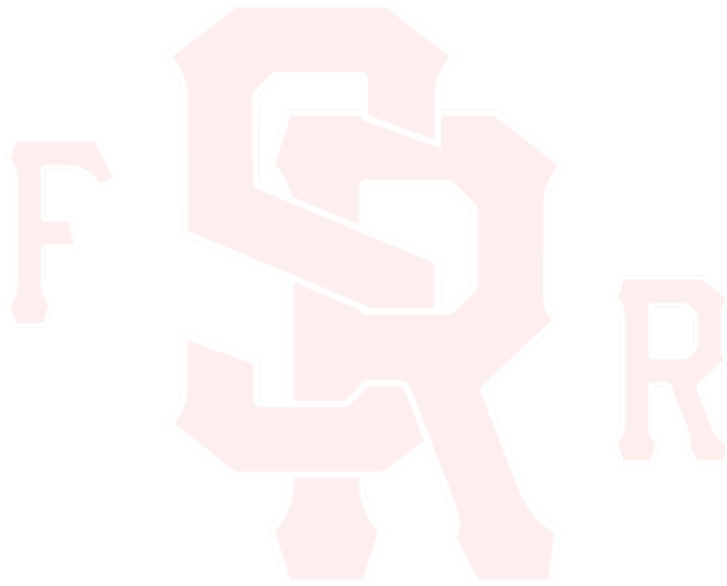
VIA BLUEJEANS

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON



AGENDA





SNOHOMISH REGIONAL FIRE & RESCUE

**BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room/ Via BlueJeans
163 Village Court, Monroe, WA 98272
August 23, 2023, 1730 hours

CALL TO ORDER:

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS:

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	8/22/23	9/26/23	Yes
Finance	Elmore	8/23/23	9/28/23	Yes
Post-Employment Medical	Elmore	9/8/22		
Citizen's Advisory	TBD			
Sno911	Waugh	8/17/23	9/20/23	No
Sno Isle Commissioners	Fay	8/3/23	9/7/23	No
Leadership Meeting	Schaub	7/19/23	10/25/23	No
Policy Committee	Schaub	8/23/23	9/14/23	Yes

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02049 to 23-02059; (\$750,623.43)
AP Vouchers: 23-02060 to 23-02149; (\$607,431.36)

Approval of Payroll

August 15, 2023 (\$1,205,969.75)

Approval of Minutes

Approve Regular Board Meeting Minutes – August 10, 2023

OLD BUSINESS

Discussion

**Action**

Three (3) New Ambulance Chassis Commitment

NEW BUSINESS**Discussion**

Admin Building Lease

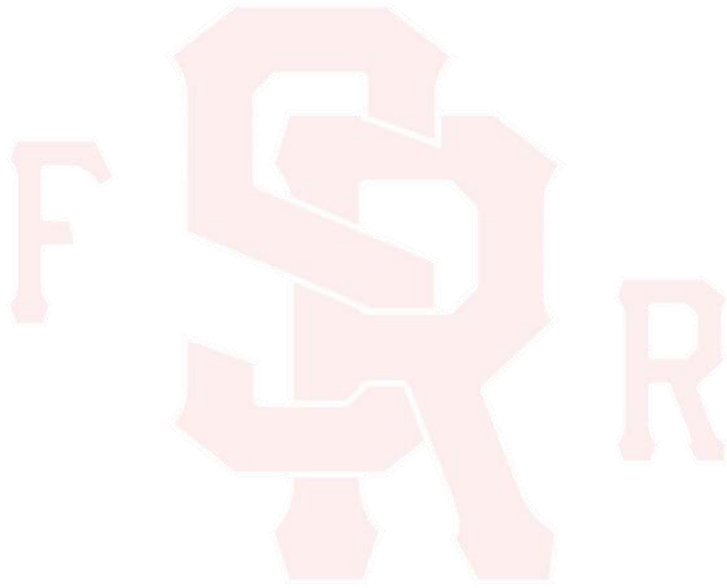
Action**GOOD OF THE ORDER**

ATTENDANCE CHECK: Board Members noted availability for the Regular Commissioners Meeting September 14, 2023, at 1730-Station 31 Training Room/Blue Jeans.

EXECUTIVE SESSION**ADJOURNMENT**



CHIEF'S REPORT



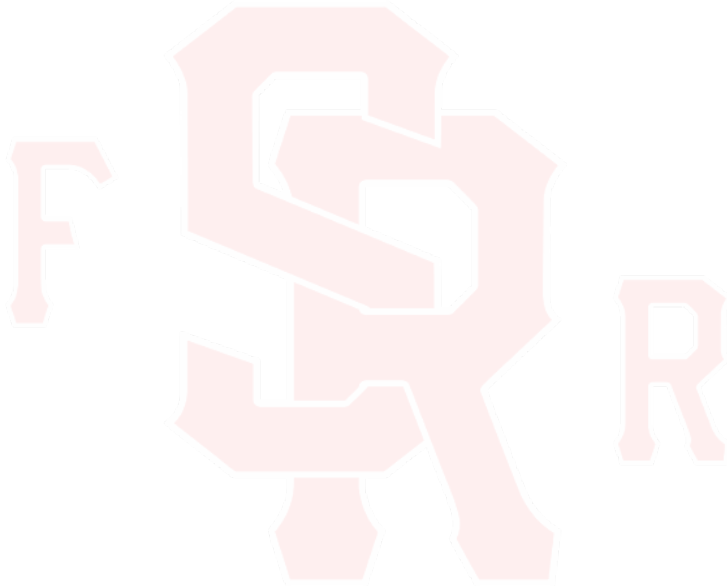


COMMISSIONER REPORTS





CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

08/15/2023

Page 1 of 1

Fund: Shop - Expense #050

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02049	DEPARTMENT OF RETIREMENT SYSTEMS		27,935.85
23-02050	DIMARTINO & ASSOCIATES		24,324.64
23-02051	FIRE 7 FOUNDATION		630.00
23-02052	HRA VEBA TRUST		60,457.50
23-02053	LEOFF TRUST		483,232.11
23-02054	MATRIX TRUST COMPANY		19,662.25
23-02055	TD AMERITRADE INSTITUTIONAL		388.50
23-02056	TRUSTEED PLANS SERVICE CORP		35,497.39
23-02057	VOYA INSTITUTIONAL TRUST CO		97,865.94
23-02058	WASHINGTON STATE SUPPORT REGISTRY		350.00
23-02059	WASHINGTON STATE SUPPORT REGISTRY		279.25

Page Total 750,623.43
Cumulative Total 750,623.43



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount	Distribution Amount
1503	ALLSTREAM BUSINESS US, INC	19737697	Fire Alarm Phone Lines/Connection Service	Invoice	08/03/2023	Fire Alarm Phone Lines/Connection Service	001-513-522-50-42-01	145.15	145.15
2106	AMAZON CAPITAL SERVICES, INC	13L3-94PW-GX3D	Wall Clocks Silent Non-Ticking - ST31 V	Invoice	08/05/2023	Wall Clocks Silent Non-Ticking - ST31 V	001-507-522-50-35-00	20.92	2,130.17
		13XQ-CCYT-NPDF	SmlWtr ProofTarp(x4),HvyDtyTarp(x2),	Invoice	08/07/2023	Mail Courier Monthly Service (MONTH	001-504-522-20-35-00	317.13	
		14CF-M7DL-3PQG	Laptop ChargerPrecision(3), Pwr Adapt	Invoice (12)	08/01/2023	Laptop ChargerPrecision(3), Pwr Adapt	001-513-522-10-35-00	505.47	
		1H1N-VXH9-66FC	Shop Parts	Invoice	08/02/2023	Shop Parts	050-511-522-60-34-01	12.01	
		1JXM-TQD9-HMR1	Drp Brd Gme,LED tmr,FrtnWhl(x2), Wii	Invoice	08/05/2023	Drp Brd Gme,LED tmr,FrtnWhl(x2), Wii	001-515-522-30-31-01	359.99	
		1QCC-F3W6-K36M	Back up Hard Drive, Display Ports (6)	Invoice	08/01/2023	Back up Hard Drive, Display Ports (6)	001-513-522-10-35-00	289.00	
		1R7J-KP93-9RJ9	Wtr Replc Filtr (x2),3m Safety Glasses (Invoice	08/04/2023	Wtr Sntry Replc Filterx2, Safety Glasse:	001-507-522-50-31-00	205.48	
		1TJ7-MDND-6NY9	Water Sentry Plus Replac Filter (x2) - S'	Invoice	08/03/2023	Water Sentry Plus Replac Filter (x2) - S'	001-507-522-50-31-00	140.28	
		1VT4-D4N1-93DJ	Binoculars 20x50 Water Proof/Profess	Invoice	08/03/2023	Binoculars 20x50 Water Proof/Profess	001-504-522-20-35-00	42.61	
		1W3K-GL3D-7196	NRSPro Cmpct Resc Thrw Rope - E81, f	Invoice	08/02/2023	NRSPro Cmpct Resc Thrw Rope - E81, f	001-504-522-20-35-00	237.28	
0040	ARAMARK UNIFORM SERVICES	6560229837	Shop Towels, Floor Mat & Mop Supply	Invoice	07/20/2023	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	16.41	191.10
		6560240569	Shop Supplies/Uniform Rental/Laundr	Invoice	08/10/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	77.98	
		6560244782	Shop Towels, Floor Mat & Mop Supply	Invoice	08/17/2023	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	16.41	
		6560244783	Shop Supplies/Uniform Rental/Laundr	Invoice	08/17/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	80.30	
2263	ARG INDUSTRIAL	N055844	Shop Parts	Invoice	07/18/2023	Shop Parts	050-511-522-60-34-01	95.29	560.21
		N056084	Shop Parts	Invoice	07/27/2023	Shop Parts	050-511-522-60-34-01	464.92	
1971	B&H FIRE AND SECURITY	5462	Fire Alarm Service Call - ST31	Invoice	08/07/2023	Fire Alarm Service Call - ST31	001-507-522-50-48-00	776.88	776.88
0058	BICKFORD MOTORS INC.	1253126	Shop Parts	Invoice	07/27/2023	Shop Parts	050-511-522-60-34-01	193.56	3,072.42
		1253235	Shop Parts	Invoice	07/28/2023	Shop Parts	050-511-522-60-34-01	2.08	
		1253264	Shop Parts	Invoice	07/31/2023	Shop Parts	050-511-522-60-34-01	24.07	
		1253626	Shop Parts	Invoice	08/02/2023	Shop Parts	050-511-522-60-34-01	98.85	
		1253670	Shop Parts	Invoice	08/03/2023	Shop Parts	050-511-522-60-34-01	2,492.76	
		1253706	Shop Parts	Invoice	08/03/2023	Shop Parts	050-511-522-60-34-01	40.10	
		1253769	Shop Parts	Invoice	08/04/2023	Shop Parts	050-511-522-60-34-01	20.09	
		1253782	Shop Parts	Invoice	08/04/2023	Shop Parts	050-511-522-60-34-01	17.35	
		1253801	Shop Parts	Invoice	08/04/2023	Shop Parts	050-511-522-60-34-01	43.32	
		1254052	Shop Parts	Invoice	08/09/2023	Shop Parts	050-511-522-60-34-01	58.81	
		1254171	Shop Parts	Invoice	08/10/2023	Shop Parts	050-511-522-60-34-01	81.43	

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2152	BK INDUSTRIES & SOLUTIONS INC 1018	23-02066 Janitorial Monthly Services - DCYF,Adm	Invoice	08/01/2023	Janitorial Monthly Services - Admin Su Janitorial Monthly Services - DCYF	001-507-522-50-41-00 300-507-522-50-41-00	2,879.08 889.25 1,989.83
0065	BOUND TREE MEDICAL, LLC	23-02067					10,139.92
	85040139	Medical Supplies	Invoice	07/31/2023	Medical Supplies	001-509-522-30-31-01	392.48
	85043613	Medical Supplies	Invoice	08/02/2023	Medical Supplies	001-509-522-30-31-01	151.94
	85046614	Medications & Medical Supplies	Invoice	08/04/2023	Medications & Medical Supplies	001-509-522-30-31-01	3,244.99
	85051035	Medications/Medical Supplies/Medical Small Tools	Invoice	08/09/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	36.99
					Medications & Medical Supplies	001-509-522-30-31-01	196.73
	85052615	Medications/Medical Supplies/Medical Small Tools	Invoice	08/10/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	99.12
					Medications & Medical Supplies	001-509-522-30-31-01	3,192.10
	85052616	Medications/Medical Supplies/Medical Small Tools	Invoice	08/10/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	84.41
					Medications & Medical Supplies	001-509-522-30-31-01	1,757.69
	85052617	Medications & Medical Supplies	Invoice	08/10/2023	Medications & Medical Supplies	001-509-522-30-31-01	983.47
0073	BRAUN NORTHWEST INC	23-02068					380,390.39
	34727	Shop Parts	Invoice	07/21/2023	Shop Parts	050-511-522-60-34-01	169.18
	34772	EMS Unit Remounts (2 of 2)	Invoice	08/02/2023	2, EMS unit remounts (2 of 2)	301-504-594-22-64-02	187,924.28
	34773	EMS Unit Remounts (1 of 2)	Invoice	08/02/2023	2, EMS unit remounts (1 of 2)	301-504-594-22-64-02	192,296.93
1913	CANON FINANCIAL SERVICES INC	23-02069					886.47
	31068964	Copier Machine Lease - Admn DAC&P	Invoice	08/12/2023	Copier Machine Lease - Admn DAC&P	001-512-591-22-70-00	589.87
	31080056	Copier Machine Lease - Admin Bldg (C	Invoice	08/12/2023	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
0096	CENTRAL WELDING SUPPLY	23-02070					4,977.54
	B9 7501	Single Cylinder Cart (High Press. Gas T	Invoice	07/29/2022	Single Cylinder Cart (High Press. Gas T	050-511-522-60-35-00	528.55
	RN07224419	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	409.08
	RN07232269	Oxygen Cylinder Rental (Inventory) - S1	Invoice	07/31/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	255.96
	RN07232271	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	196.30
	RN07234691	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	532.88
	RN07234692	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	67.36
	RN08224421	Oxygen Cylinder Rental (Inventory)	Invoice	08/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	409.08
	RN10222223	Oxygen Cylinder Rental (Inventory)	Invoice	10/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	233.12
	RN10222225	Oxygen Cylinder Rental (Inventory)	Invoice	10/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	169.46
	RN10224486	Oxygen Cylinder Rental (Inventory)	Invoice	10/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	409.08
	RN10224487	Oxygen Cylinder Rental (Inventory)	Invoice	10/31/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	61.73
	SP 886250	Oxygen Cylinder Exchange/Re-Fill (x13	Invoice	10/21/2022	Oxygen Cylinder Exchange/Re-Fill (x13	001-509-522-20-45-00	140.48
	SP 886273	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	10/27/2022	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	111.24
	SP 886304	Oxygen Cylinder Exchange/Re-Fill (x11	Invoice	11/03/2022	Oxygen Cylinder Exchange/Re-Fill (x11	001-509-522-20-45-00	156.40
	SP 886660	Oxygen Cylinder Exchange/Re-Fill (x11	Invoice	10/05/2022	Oxygen Cylinder Exchange/Re-Fill (x11	001-509-522-20-45-00	156.40
	SP 911876	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	07/31/2023	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	103.90
	WV 206653	Pin Indexed Medicl Oxygn Yoke (Cylindr	Invoice	07/27/2022	Pin Indexed Medicl Oxygn Yoke (Cylindr	001-509-522-20-35-00	83.08
	WV 207389	Gas Tank Assy (High Press.Cyl,Hose,Re	Invoice	07/19/2022	Gas Tank Assy (High Press.Cylindr,HoRe	050-511-522-60-35-00	876.16
	WV 208060	Industrial Gas: Argon (249CF) (Shop Su	Invoice	08/05/2022	Industrial Gas: Argon (249CF) (Shop Su	050-511-522-60-31-05	84.61
	WV 208873	Regulator/Hose Return & Replace (Gas	Credit Memo	08/30/2022	Regulator/Hose Return & Replace (Gas	050-511-522-60-35-00	-7.33

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0101	CHINOOK LUMBER 1956701	23-02071 Douglas Fir Lumber (Ventilation Prop) - ST 71	Invoice	08/05/2023	Douglas Fir Lumber (Ventilation Prop) - ST 71	001-506-522-45-31-03	46.35
2249	CITY OF ELLENSBURG 312036 112003-JULAUG23	23-02072 Electricity & Stormwater - PM Progrm	Invoice	08/14/2023	Electricity & Stormwater - PM Progrm	001-506-522-45-49-37	52.41
0110	CITY OF MONROE ADMIN-JUL23	23-02073 Water, Stormwater & Sewer - Admin B	Invoice	08/02/2023	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	439.21 65.88 373.33
0110	CITY OF MONROE ST32-JUL23	23-02074 Water & Stormwater - ST 32	Invoice	08/02/2023	Water & Stormwater - ST 32	001-507-522-50-47-02	142.72
0110	CITY OF MONROE ST31-JUL23	23-02075 Water, Stormwater & Sewer - ST 31	Invoice	08/02/2023	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	701.78
0110	CITY OF MONROE ST31IRR-JUL23	23-02076 Water (Irrigation Meter) - ST 31	Invoice	08/02/2023	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	36.19
0112	CLEARFLY COMMUNICATIONS INV530742	23-02077 Phone/Fax Services - Admin Bldg, ST 3	Invoice	08/01/2023	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	753.43
0126	COMCAST ST83-AUGSEP23	23-02078 Internet Services - ST 83	Invoice	08/08/2023	Internet Services - ST 83	001-513-522-50-42-01	104.81
0126	COMCAST ADMIN-AUGSEP23	23-02079 Internet/Phone/TV Services - Admin Bl	Invoice	08/07/2023	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	695.91
0126	COMCAST ST71-AUGSEP23	23-02080 Internet Services - ST 71	Invoice	08/07/2023	Internet Services - ST 71	001-513-522-50-42-01	311.43
0126	COMCAST ST73-AUGSEP23	23-02081 Internet Services - ST 73	Invoice	08/04/2023	Internet Services - ST 73	001-513-522-50-42-01	316.71
0459	CONWAY SHIELDS 0510178	23-02082 LA-PP LA Style Passport (White Stiching)	Invoice	07/28/2023	LA-PP LA Style Passport (White Stiching)	001-504-522-20-31-10	25.50
0134	COSTCO MEMBERSHIP OCT2023	23-02083 Executive Business Membership Annual Renewal	Invoice	08/17/2023	Executive Business Membership Annual Renewal	001-502-522-10-49-01	80.10
0136	COURIERWEST 7010	23-02084 Mail Courier Monthly Service (July)	Invoice	07/01/2023	Mail Courier Monthly Service (July)	001-502-522-10-41-01	2,122.88
0138	CRESSY DOOR COMPANY, INC 187308	23-02085 Bay Door Svc Call(Religned PhotoEye/T	Invoice	07/31/2023	Bay Door Svc Call (Religned Photo Eye/	001-507-522-50-48-00	500.01
1956	DICK'S TOWING, INC. 18258520	23-02086 Aid/Medic Unit Towed (A81)	Invoice	07/28/2023	Aid/Medic Unit Towed (A81)	001-509-522-20-48-01	365.97
1600	DIRECTV, LLC 050747001X230802	23-02087 Cable/TV Services - ST 33	Invoice	08/02/2023	Cable/TV Services - ST 33	001-513-522-50-42-01	120.23
2296	FASTFIELDFORMS 12055	23-02088 Mobile Forms Software Monthly Subscrip	Invoice	08/07/2023	Mobile Forms Software Monthly Subscrip	001-513-522-30-49-04	911.31

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0212	FIRSTWATCH	23-02089					635.00
	FW110476	FirstPass & FOAM Modules Monthly Subscription	Subscription	08/02/2023	FirstPass & FOAM Modules Monthly Subscription	001-504-522-20-49-02	635.00
0226	GALLS, LLC	23-02090					4,790.87
	025161798	Cargo Pants	Invoice	07/25/2023	Cargo Pants	001-504-522-20-31-07	217.71
	025161858	S/S Chief Shirt	Invoice	07/25/2023	S/S Chief Shirt/ L/S Chief Shirt	001-504-522-20-31-07	316.46
	025187045	Quarter Boots	Invoice	07/27/2023	Quarter Boots	001-504-522-20-31-07	221.33
	025187052	Dress/Uniform Shoes (Academy Oxford)	Invoice	07/27/2023	Dress/Uniform Shoes (Academy Oxford)	001-504-522-20-31-07	69.44
	025199619	S/S Chief Shirt	Invoice	07/28/2023	S/S Chief Shirt	001-504-522-20-31-07	136.64
	025199739	Quarter Boots	Invoice	07/28/2023	Quarter Boots	001-504-522-20-31-07	221.33
	025212361	Tactical 'TacLite Pro' Pants - ST74	Invoice	07/29/2023	Tactical 'TacLite Pro' Pants - ST74	001-504-522-20-31-07	120.33
	025222300	L/S Polyester Command Shirt	Invoice	07/31/2023	L/S Polyester Command Shirt	001-504-522-20-31-07	71.71
	025222368	Quarter Boots	Invoice	07/31/2023	Quarter Boots	001-504-522-20-31-07	221.54
	025237208	Class A Alterations	Invoice	08/01/2023	Class A Alteration	001-504-522-20-31-07	11.72
	025237282	S/S Command Shirt	Invoice	08/01/2023	S/S Polyester Command Shirt	001-504-522-20-31-07	74.56
	025237288	S/S Chief Shirt	Invoice	08/01/2023	S/S Chief Shirt	001-504-522-20-31-07	288.45
	025237301	Industrial Pants	Invoice	08/01/2023	Industrial Pants	001-504-522-20-31-07	145.03
	025262285	Leather Belt	Invoice	08/03/2023	Leather Belt	001-504-522-20-31-07	25.22
	025286215	Duty Boots	Invoice	08/04/2023	Duty Boots	001-504-522-20-31-07	196.71
	025293463	Industrial Pants	Invoice	08/07/2023	Industrial Pants	001-504-522-20-31-07	143.59
	025305457	Cargo Pants	Invoice	08/08/2023	Cargo Pants	001-504-522-20-31-07	217.51
	025305483	Cargo Pants	Invoice	08/08/2023	Cargo Pants	001-504-522-20-31-07	219.50
	025305518	Diamond Quilted Jacket	Invoice	08/08/2023	Diamond Quilted Jacket	001-504-522-20-31-07	98.19
	025305538	S/S Chief Shirt	Invoice	08/08/2023	S/S Chief Shirt	001-504-522-20-31-07	288.71
	025329361	L/S Chief Shirt	Invoice	08/10/2023	L/S Chief Shirt	001-504-522-20-31-07	218.47
	025329371	L/S Chief Shirt	Invoice	08/10/2023	L/S Chief Shirt	001-504-522-20-31-07	218.47
	025361100	Duty Boots	Invoice	08/14/2023	Duty Boots	001-504-522-20-31-07	153.29
	025361101	Quarter Boots	Invoice	08/14/2023	Quarter Boots	001-504-522-20-31-07	221.33
	025361109	Cargo Pants	Invoice	08/14/2023	Cargo Pants	001-504-522-20-31-07	361.30
	025361134	Jacket w/ Detachable Inner Softshell	Invoice	08/14/2023	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	312.33
0238	GRAINGER	23-02091					686.45
	9760732827	Station Operating Supplies - Logistics	Invoice	07/05/2023	Station Operating Supplies - Logistics	001-507-522-50-31-00	246.96
	9791459754	Station Operating Supplies- Admin	Invoice	08/02/2023	Station Operating Supplies - Admin	001-507-522-50-31-00	246.73
	9801081325	Station Operating Supplies - ST 31	Invoice	08/10/2023	Station Operating Supplies - ST31	001-507-522-50-31-00	96.38
	9801801730	Station Operating Supplies - ADMIN	Invoice	08/11/2023	Station Operating Supplies - ADMIN	001-507-522-50-31-00	96.38
1660	HARBORVIEW INVESTMENT LTD	23-02092					1,710.00
	09/2023	Paramedic School Housing Rent (#2-10	Invoice	09/01/2023	Paramedic School Housing Rent (#2-10	001-506-522-45-49-37	1,710.00
1878	IMS ALLIANCE	23-02093					30.75
	23-2287	Passport Name Tag (x6)	Invoice	08/17/2023	Passport Name Tag (x6)	001-504-522-20-31-01	17.10
	23-2324	Passport Name Tag (x4)	Invoice	08/14/2023	Passport Name Tag (x4)	001-504-522-20-31-01	13.65
0276	IRON MOUNTAIN INC	23-02094					800.48
	202749826	OffSite Server Data Storage Services (N	Invoice	07/31/2023	OffSite Server Data Storage Services (N	001-513-522-10-41-04	800.48

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0277	ISOUTSOURCE	23-02095					50,619.91
	CW283537	IT Services	Invoice	07/15/2023	IT Services	001-513-522-10-41-04	18,254.11
	CW283753	IT Services	Invoice	07/31/2023	IT Services	001-513-522-10-41-04	3,410.00
	CW284177	IT Services	Invoice	07/31/2023	IT Services	001-513-522-10-41-04	60.60
	CW284178	Monthly Software Fees/Monitoring Services	Invoice	07/31/2023	Monthly Software Fees/Monitoring Services	001-513-522-10-41-04	26,311.35
	CW284632	Monthly Software Fees/Monitoring Services	Invoice	08/15/2023	Monthly Software Fees/Monitoring Services	001-513-522-10-41-04	606.08
	CW284797	IT Services	Invoice	08/15/2023	IT Services	001-513-522-10-41-04	1,977.77
0349	L.N. CURTIS & SONS	23-02096					5,101.07
	INV731025	Firefighter Structural Boots (x5)	Invoice	07/28/2023	Firefighter Structural Boots (x5)	303-504-522-20-35-04	642.50
	INV732435	Firefighter Structural Boots	Invoice	08/02/2023	Recruit Structure Boots	303-504-522-20-35-04	3,173.50
	INV732437	Firefighter Structural Boots (x2)	Invoice	08/02/2023	Recruit Structure Boots (x2)	303-504-522-20-35-04	1,285.07
0339	LES SCHWAB WAREHOUSE CENT	23-02097					57.47
	36800673710	Flat Tire Repair Inside/Out, Radial Rep	Invoice	08/02/2023	Flat Tire Repair Inside/Out, Radial Rep	001-513-522-20-48-01	57.47
2038	LEXIPOL LLC	23-02098					21,856.24
	INVLEX18665	The Lexipol Annual Subscription	Invoice	08/01/2023	The Annual Lexipol Subscription	001-516-522-30-49-04	21,856.24
0348	LIZ LOOMIS PUBLIC AFFAIRS	23-02099					6,000.00
	SRF-0823	Public Affairs Support/Marketing Services (util)	Invoice	08/04/2023	Public Affairs Support/Marketing Services	001-513-522-10-41-01	6,000.00
0352	LOWE'S	23-02100					109.02
	922354-LLUQLB	Retrieval Tool Kit, Wire Stripper (x2) - S	Invoice	08/02/2023	RetriVL Tool Kit, Wire Striprr (x2) - ST74	001-507-522-50-35-00	52.95
	978410-LLCYCG	Electrical Plugs for Power Cords - ST74	Invoice	07/29/2023	Electrical Plugs for Power Cords - ST74	001-507-522-50-48-00	56.07
2256	MONROE STORAGE PARTNERS 1	23-02101					146.00
	35718	Storage Unit Monthly Rental (SEP23) - S	Invoice	08/17/2023	Storage Unit Monthly Rental (SEP23) - S	001-507-522-50-45-00	146.00
0387	MUNICIPAL EMERGENCY SERVIC	23-02102					11,969.17
	IN1915418	SCBA Flow Testing & Repair/Maintenance	Invoice	08/04/2023	SCBA Flow Testing & Repair/Maintenance	001-504-522-20-48-02	11,969.17
0424	NORTHWEST SAFETY CLEAN	23-02103					2,872.23
	23-35977	Bunker Gear Cleaning/Repairs/Alteratr	Invoice	08/07/2023	Bunker Gear Cleaning, Repairs & Alteratr	001-504-522-20-48-11	2,598.88
		Bunker Gear Logo Install (SRFR)				001-512-522-10-49-06	273.35
2176	NORTHWEST TROPHY & AWARD	23-02104					27.53
	223464	Retirement Flag Display Case Engravd Plaque (EKSE)	Invoice	08/17/2023	Retirement Flag Display Case Engravd Plaque (EKSE)	001-505-522-10-49-07	27.53
2252	ODP BUSINESS SOLUTIONS, LLC	23-02105					868.50
	321715935001	HPink(6),Dry Ers(2),Blk Mkr(2),Folders	Invoice	08/03/2023	HPink(6),Dry Ers(2),Blk Mkr(2),Folders	001-502-522-10-31-00	569.08
	321963578001	#2 Pencils (x4), Dry Erase Mrkr (x2) - S	Invoice	08/03/2023	#2 Pencils (x4), Dry Erase Mrkr (x2) - S	001-502-522-10-31-00	50.76
	323047325001	Paper(20lb),Sharpie Blk(36ct),Stckybk	Invoice	08/04/2023	Paper(20lb),Sharpie Blk(36ct),Stckybk	001-502-522-10-31-00	80.46
	324186952001	Post-It Flags Sign Here Arrow 1/2' (x4)	Invoice	07/26/2023	Post-It Flags Sign Here Arrow 1/2' (x4)	001-502-522-10-31-00	28.93
	324187793001	Post-It Notes 18pk, Sharp Perm Marke	Invoice	07/26/2023	Post-It Notes 18pk, Sharp Perm Marke	001-502-522-10-31-00	26.30
	325616920001	Paper, Premium card stock - Admin	Invoice	08/03/2023	Paper, Premium card stock - Admin	001-502-522-10-31-00	74.65
	325680732001	Tape - Admin	Invoice	08/03/2023	Tape - Admin	001-502-522-10-31-00	11.61
	326064133001	Labeler, Brother - Admin	Invoice	08/10/2023	Labeler, Brother - Admin	001-502-522-10-35-00	26.71

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0185	OPERATIVE IQ 54290	23-02106 Operative IQ License/Maintenance Fees Invoice		08/01/2023	Fleet Mgmt Licenses/Sandbox Maint	001-513-522-10-49-04	2,520.54 749.90
					Operative IQ Inventory/Asset Mngmt License Fee	001-509-522-20-49-02	1,662.74
					RFID Data Service License Fee	001-513-522-10-49-04	107.90
0466	PETROCARD, INC. C257021	23-02107 OnSite Mobile Fueling Service - ST 71,	Invoice	08/16/2023	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	2,514.01 1,257.00 1,257.01
0308	PROPERTY MAINTENANCE COM/ SRFR 083123.1	23-02108 Property Management Monthly Servic	Invoice	08/01/2023	Property Management Monthly Servic	001-507-522-50-41-00 300-507-522-50-41-00	820.50 123.08 697.42
0483	PUGET SOUND ENERGY ST82-JULAUG23	23-02109 Natural Gas - ST 82	Invoice	08/07/2023	Natural Gas - ST 82	001-507-522-50-47-03	121.07 121.07
0483	PUGET SOUND ENERGY ST74-JULAUG23	23-02110 Natural Gas - ST 74/Logistics Bldg	Invoice	08/14/2023	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	57.97 57.97
0483	PUGET SOUND ENERGY ST73-JULAUG23	23-02111 Natural Gas - ST 73	Invoice	08/14/2023	Natural Gas - ST 73	001-507-522-50-47-03	87.86 87.86
0483	PUGET SOUND ENERGY ST71-JULAUG23	23-02112 Natural Gas - ST 71	Invoice	08/16/2023	Natural Gas - ST 71	001-507-522-50-47-03	134.23 134.23
0483	PUGET SOUND ENERGY ST81-JULAUG23	23-02113 Natural Gas - ST 81	Invoice	08/07/2023	Natural Gas - ST 81	001-507-522-50-47-03	129.19 129.19
0483	PUGET SOUND ENERGY ST82STOR-JULAUG23	23-02114 Natural Gas - ST 82 Garage/Storage Bldg	Invoice	08/07/2023	Natural Gas - ST 82 Garage/Storage Bldg	001-507-522-50-47-03	41.23 41.23
0483	PUGET SOUND ENERGY ADMIN-JULAUG23	23-02115 Natural Gas - Admin Bldg	Invoice	08/08/2023	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	194.21 29.13 165.08
0483	PUGET SOUND ENERGY ST31-JULAUG23	23-02116 Natural Gas - ST 31	Invoice	08/08/2023	Natural Gas - ST 31	001-507-522-50-47-03	53.89 53.89
0483	PUGET SOUND ENERGY ST33-JULAUG23	23-02117 Natural Gas - ST 33	Invoice	08/11/2023	Natural Gas - ST 33	001-507-522-50-47-03	144.28 144.28
0484	PURCELL TIRE & SERVICE CENTEF 24261982 24262079 24262083	23-02118 Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice	08/03/2023 08/10/2023 08/09/2023	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	3,925.26 1,354.72 1,489.43 1,081.11
1533	REHN & ASSOCIATES IN0000179906	23-02119 COBRA Rights Notice Letter (x5)	Invoice	07/31/2023	COBRA Rights Notice Letter (x5)	001-502-522-10-41-01	125.00 125.00
0501	RICOH USA, INC. 20005007- BUYOUT	23-02120 Buyout for Ricoh MP C4504	Invoice	08/11/2023	Buyout for Ricoh MP C4504	001-512-591-22-70-00	401.14 401.14

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0501	RICOH USA, INC. 107535476	23-02121 Copier Machine - ST 71	Invoice	08/11/2023	Copier Machine Lease - ST 71 Copier Machine Usage - ST 71	001-512-591-22-70-00 001-502-522-10-31-00	370.00 319.36 50.64
0501	RICOH USA, INC. 107521748	23-02122 Copier Machine Lease - ST 74/Logistics Bldg	Invoice	08/07/2023	Copier Machine Lease - ST 74/Logistics Bldg	001-512-591-22-70-00	50.91 50.91
0501	RICOH USA, INC. 107509154	23-02123 Copier Machine - ST 31	Invoice	08/04/2023	Copier Machine Lease - ST 31 Copier Machine Usage - ST 31	001-512-591-22-70-00 001-502-522-10-31-00	447.83 396.66 51.17
0550	SMARSH INC INV-114092	23-02124 Electronic Communications Archiving Services	Invoice	07/31/2023	Electronic Communications Archiving Services	001-513-522-10-41-04	5.66 5.66
1550	SNOHOMISH COUNTY PLANNING I000622877 I000622879	23-02125 ILA Fire Investigation Services (Case 2023-17624) ILA Fire Investigation Services (Case 2023-17612)	Invoice	08/09/2023 08/09/2023	ILA Fire Investigation Services (Case 2023-17624) ILA Fire Investigation Services (Case 2023-17612)	001-505-522-30-41-00 001-505-522-30-41-00	1,300.00 682.50 617.50
0565	SNOHOMISH COUNTY PUD 115958859	23-02126 Electricity - ST 82 Garage/Storage Bldg	Invoice	08/15/2023	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	50.37 50.37
0565	SNOHOMISH COUNTY PUD 129162807	23-02127 Electricity - ST 73	Invoice	08/11/2023	Electricity - ST 73	001-507-522-50-47-01	215.15 215.15
0565	SNOHOMISH COUNTY PUD 125878090	23-02128 Electricity - ST 77	Invoice	08/10/2023	Electricity - ST 77	001-507-522-50-47-01	324.14 324.14
0565	SNOHOMISH COUNTY PUD 106093004	23-02129 Electricity - ST 72	Invoice	08/15/2023	Electricity - ST 72	001-507-522-50-47-01	463.79 463.79
0565	SNOHOMISH COUNTY PUD 109377040	23-02130 Electricity & Water - ST 81	Invoice	08/14/2023	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	660.90 523.82 137.08
0565	SNOHOMISH COUNTY PUD 115959872	23-02131 Electricity & Water - ST 82	Invoice	08/16/2023	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,116.81 892.10 224.71
1935	SNOHOMISH VALLEY ROOFING II 30119	23-02132 Dumpster Rental (17yd) - ST71 Tnng Pr	Invoice	08/02/2023	Dumpster Rental (17yd) - ST71 Tnng Pr	001-506-522-45-31-03	484.57 484.57
0567	SNURE LAW OFFICE, PSC JULY2023	23-02133 Monthly Attorney Services (July 2023)	Invoice	08/01/2023	Monthly Attorney Services (JULY2023)	001-512-522-10-41-03	3,932.50 3,932.50
2232	SPECTRUM CWUINTERNET-JULAUG23	23-02134 Wifi/Internet Srvcs - Parmdc Prgm Hse	Invoice	08/07/2023	Wifi/Internet Srvcs - Paramedic Prgm Hse	001-506-522-45-49-37	74.99 74.99

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2057	SPRAGUE PEST SOLUTIONS	23-02135					1,100.12
	5156591	Monthly Pest Control Servcs - ST 74/Logistics Bldg	Invoice	07/24/2023	Monthly Pest Control Servcs - ST 74/Logistics Bldg	001-507-522-50-41-00	99.19
	5156593	Monthly Pest Control Services - ST 82	Invoice	07/28/2023	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	99.19
	5156594	Monthly Pest Control Services - ST 83	Invoice	07/28/2023	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	99.19
	5156595	Monthly Pest Control Services - ST 81	Invoice	07/28/2023	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	99.19
	5156596	Monthly Pest Control Services - ST 77	Invoice	07/24/2023	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	99.19
	5156598	Monthly Pest Control Services - ST 71	Invoice	07/24/2023	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	99.19
	5156599	Monthly Pest Control Services - ST 33	Invoice	07/24/2023	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	99.19
	5156600	Monthly Pest Control Services - ST 32	Invoice	07/24/2023	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	99.28
	5156601	Monthly Pest Control Services - ST 31	Invoice	07/24/2023	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	99.28
	5182860	Monthly Pest Control Services - ST 73	Invoice	08/08/2023	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	99.92
	5182865	Monthly Pest Control Services - ST 72	Invoice	08/15/2023	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	107.31
1933	STAPLES CREDIT PLAN	23-02136					301.88
	3294893671	Bamboo Paper Towel Holder	Invoice	06/30/2023	Bamboo Paper Towel Holder	001-502-522-10-35-00	14.21
	3294893691	Bamboo Paper Towel Holder x2	Invoice	06/30/2023	Bamboo Paper Towel Holder x2	001-502-522-10-35-00	28.42
	3295174011	Cable/Wires Rubber Wrap x2	Invoice	07/01/2023	Cable/Wires Rubber Wrap x2	001-502-522-10-35-00	26.66
	3297767201	Pilot Ball Clicker Erasable Gel Pens x2	Invoice	07/08/2023	Pilot Ball Clicker Erasable Gel Pens x2	001-502-522-10-31-00	58.73
	3299734791	Desktop Ergonomic Keyboard, Black	Invoice	07/12/2023	Desktop Ergonomic Keyboard, Black	001-513-522-10-35-00	49.21
	3300151961	Sharpie Permanent Markers	Invoice	07/13/2023	Sharpie Permanent Markers	001-502-522-10-31-00	31.71
	3306948111	Post-it Tabletop Easel Pad x5	Invoice	07/26/2023	Post-it Tabletop Easel Pad x5	001-502-522-10-31-00	92.94
0587	SYSTEMS DESIGN WEST, LLC	23-02137					12,412.64
	20231564	EMS Transport Billing Monthly Service:	Invoice	08/09/2023	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	12,412.64
1624	TK ELEVATOR	23-02138					3,791.81
	6000658299	Elevator Safety Test/Inspection - ST 33	Invoice	06/26/2023	Elevator Safety Test/Inspection - ST 33	001-507-522-50-41-00	3,791.81
0610	TRUE NORTH EMERGENCY EQUIPMENT	23-02139					3,511.54
	A15197	Shop Parts	Invoice	07/25/2023	Shop Parts	050-511-522-60-34-01	1,608.02
	A15226	Shop Parts	Invoice	07/26/2023	Shop Parts	050-511-522-60-34-01	799.37
	A15236	Shop Parts	Invoice	07/27/2023	Shop Parts	050-511-522-60-34-01	168.50
	A15284	Shop Parts	Invoice	08/01/2023	Shop Parts	050-511-522-60-34-01	229.76
	A15285	Shop Parts	Invoice	08/01/2023	Shop Parts	050-511-522-60-34-01	320.86
	A15345	Shop Parts	Invoice	08/07/2023	Shop Parts	050-511-522-60-34-01	258.30
	A15351	Shop Parts	Invoice	08/08/2023	Shop Parts	050-511-522-60-34-01	126.73
1577	TURNOUTRENTAL, LLC	23-02140					240.00
	35622	Turnout/Bunker Gear Rental (x3 Sets) -	Invoice	05/10/2023	Turnout/Bunker Gear Rental (x3 Sets) -	001-504-522-20-31-10	240.00
2225	U.S. POSTAL SERVICE	23-02141					2,500.00
	INV10053	Postage Purchase/Funds (FP Postage N	Invoice	08/14/2023	Postage Purchase/Funds (FP Postage N	001-502-522-10-42-00	2,500.00

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0624	US BANK	23-02142					Distribution Amount
	USBANK-JUL23	District Credit Card Charges - July 2023	Invoice	07/25/2023	15ft Black Corduct (Electl Cord for Comm	001-516-522-10-35-00	22,536.04
					2023 Beyond the Street WrkShp - J. Aa	001-509-522-45-49-02	37.17
					2023 Beyond the Street WrkShp - J. Ro	001-509-522-45-49-02	249.00
					2023 Beyond the Street WrkShp - Keitl	001-509-522-45-49-02	249.00
					2023 Beyond the Street WrkShp - L. De	001-509-522-45-49-02	249.00
					2023 Beyond the Street WrkShp - S. Ni	001-509-522-45-49-02	249.00
					2023 Beyond the Street WrkShp - V. Re	001-509-522-45-49-02	249.00
					Accredited Decals 2023-2028 (x9)	001-516-522-30-31-00	95.95
					AceHrdwr - Airway Training Rplcmnt P	001-509-522-20-35-00	21.85
					Airport Parking (Engine Inspection SD	001-504-522-20-49-04	55.50
						050-511-522-60-43-00	55.50
					AllHands Fire Eq. Swiveling Plate Redu	001-504-522-20-48-02	285.98
					Apparel Hooks, Turnout Gear Lockers	001-507-522-50-35-00	70.21
					Areostay Hotel (Engine InspectionTrip) -	001-504-522-20-43-00	149.62
					Areostay Hotel (Engine InspectionTrip) -	001-504-522-20-43-00	149.62
					Areostay Hotel (Engine InspectionTrip) -	001-504-522-20-43-00	149.62
					Areostay Hotel (Engine InspectionTrip) -	050-511-522-60-43-00	149.62
					Background Check (SterlingNOW) - S. I	001-503-522-10-49-06	85.00
					Binding (16) Copies (249) - ST71 (Nutriti	001-506-522-45-49-23	278.12
					Binding(15) Copies (507) - ST71	001-506-522-45-34-00	412.49
					Business Cards (x400)	001-502-522-10-31-00	104.99
					CalendarWiz Profess. Software Monthly	001-504-522-10-49-04	29.00
					Canva Pro Software Subscription Renewa	001-516-522-30-49-04	30.19
					Clever Fox Planner PRO Schedule- Holt	001-502-522-10-31-00	38.66
					Contos- Chaplain Meeting Lunch (x6)	001-508-522-20-49-00	154.09
					Costco- 48 Cases Water - ST71	001-507-522-50-31-00	474.75
					Costco- Chief Guptill Retirement Cake	001-502-522-10-49-06	24.99
					Costco- Chief Oakes Retirement Cake	001-502-522-10-49-06	24.99
					Costco- Drinking Water - ST71	001-507-522-50-31-00	8.61
					Costco/Snacks - Admin Support Meeting	001-502-522-10-49-06	29.96
					Costco-Gatorade Variety Pk 24 (x15) -	001-507-522-50-31-00	339.72
					Costco-TV Mount - ST71	001-507-522-50-35-00	107.89
					Costco-Water for Logistics - ST71	001-507-522-50-31-00	8.61
					Decked-CargoGlide Tie Downs Logistics	001-513-522-20-48-01	26.98
					D-Handle Aluminun Shovel - ST31	001-507-522-50-35-00	98.33
					DOC Premium (New Subscription- Alliso	050-511-522-60-41-08	1,203.40
					Domain Name Renewal (1yr) (Isfire.org	001-513-522-10-49-04	23.16
					Drill Punch Tool (3), Emergncy Keychai	001-504-522-20-35-00	163.79
					Effctve Fire Attck Train. (Strategic FT)-E	001-506-522-45-49-02	175.00
					Fast Signs - Sign for (Open House/NNC	001-515-522-30-31-01	247.69
					Fire Safety Supply- Fire Extinguisher Part	001-510-522-20-48-00	110.22
					FirehouseDirect- FireHose (4'Pressure	001-504-522-20-48-02	121.34

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-JUL23	District Credit Card Charges - July 2023	Invoice	07/25/2023	FirehouseDirect- FireHose Gasket/Stoc	001-504-522-20-48-02	121.47
					Fred Myer - Snacks/Water (Water Safe	001-515-522-30-49-06	56.72
					FredMeyer- Memory Cards Train. Divis	001-506-522-45-31-03	87.42
					Good to Go Auto Renewal	001-509-522-20-49-01	30.00
					Hack Saw Blade (x2), Hack Saw - ST81	001-504-522-20-35-00	44.78
					Harbor Freight- 6 Drawer Organizer (x2	001-507-522-50-35-00	27.12
					Harbor Freight- NonSlipTool Liner, Tarp	001-507-522-50-31-00	106.18
					Ink It Your Way - Water Safety Camp 2l	001-515-522-30-31-01	855.60
					IT Planning Lunch-(Martin,Leah,Allison,Ke	001-509-522-20-49-06	94.30
					Jet City Pizza - Division Mtg Lunch (xXX	001-509-522-20-49-04	51.23
					Lake Stevens Water Safety Camp 2023	001-515-522-30-49-06	280.49
					Leadership Mtg-Snacks Attendees (x19)	001-506-522-45-31-03	68.36
					Leadership Mtg-Starbcks Coffee Attend	001-506-522-45-31-03	92.52
					Lowe's - Heavy Duty Rolling Plastic Bin(x00)	001-515-522-30-31-01	147.62
					LSBS- Storage Unit Monthly Rental (x2)	001-507-522-50-45-00	150.00
					Microsoft 'Office 365 E1' License Mnthly	001-515-522-10-49-04	15.32
					Monroe Water Safety Camp 2023 Lunc	001-515-522-30-49-06	225.49
					Monroe Water Safety Camp 2023 Lunc	001-515-522-30-49-06	296.54
					ODP- Mobile File 2DRW Return- from f	001-507-522-50-35-00	-198.72
					Office Depot - File Cabinets - ST71	001-507-522-50-35-00	198.72
					Optic Transcvr Modules & Cables(Ntwk	001-507-522-594-10-64-01	-44.09
					Pacific Topsoil - Recycle Yard Debris/Tr	001-507-522-50-47-04	17.70
					Pacific TopSoil - Tree Limbs Recycle	001-507-522-50-47-04	24.70
					Primo-Water Delivery & Dispenser Del	050-511-522-60-31-04	60.42
					Propane Tank Refil - ST31	001-507-522-50-47-03	26.07
					Propane Tank Refill - ST31	001-507-522-50-47-03	14.19
					Retractable Utility Knife, Stall Mat (8)-ST	001-506-522-45-35-00	492.20
					Safety Videos- Hearing &Safety Trainin	001-506-522-45-31-03	241.00
					Safeway - Fruits (Water Safety Camp)	001-515-522-30-49-06	19.22
					Safeway - Fruits (Water Safety Camp)	001-515-522-30-49-06	28.83
					Safeway - Fruits Bowls, Oranges(Water	001-515-522-30-49-06	37.14
					Safeway - Snacks/Coffee - EMS	001-509-522-20-49-04	45.22
					Shirts,Sweatshirt/Pants,Shorts (Recruit	001-504-522-20-31-07	4,600.27
					Shop Parts	050-511-522-60-34-01	750.00
					Shop Parts	050-511-522-60-34-01	574.00
					Snacks - Battalion Chiefs Meeting (x12)	001-504-522-20-31-01	23.49
					Snacks/Coffee- Battalion Chiefs Meeting	001-504-522-20-31-01	47.51
					Sprout Social - Annual Renewal (7/202	001-515-522-30-49-04	2,093.00
					Supplies/Tools to Repair Trauma Mann	001-509-522-20-35-00	14.40
					Suspenz-Wall Mount/Paddle Board - S	001-507-522-50-35-00	85.90
					TeamWork Crew Limited	001-509-522-20-49-02	2,068.68
					Texaco Fuel Purchase - J. Leengkeek	001-504-522-20-32-00	132.52
					Training/Apprat Detail Supp Light Cutting	001-506-522-45-31-03	227.19

Docket of Claims Register

APPKT01392 - 08.23.23 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	USBANK-JUL23	District Credit Card Charges - July 2023	Invoice	07/25/2023	U.S Patriot-Bunker Gear Hangers - ST8	001-504-522-20-35-00	194.81
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-06	11.00
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-06	11.00
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-06	11.00
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-06	11.00
					Window Tint- 23'Chevy (S2301) & 23'C	001-505-522-30-35-00	929.90
2274	WALDORF UNIVERSITY	23-02143					3,510.00
	23-0075	Tuition - FSC 3410 - Timothy Lambach	Invoice	08/09/2023	Tuition - FSC 3410 - Timothy Lambach	001-506-522-45-49-10	877.50
	23-0081	Tuition - FSC 3410 - Kristopher Christens	Invoice	08/09/2023	Tuition - FSC 3410 - Kristopher Christens	001-506-522-45-49-10	877.50
	23-0082	Tuition - FSC 3410 - Marcus Dolan	Invoice	08/09/2023	Tuition - FSC 3410 - Marcus Dolan	001-506-522-45-49-10	877.50
	23-0083	Tuition - FSC 3410 - Michael Stratton	Invoice	08/09/2023	Tuition - FSC 3410 - Michael Stratton	001-506-522-45-49-10	877.50
0646	WASHINGTON FIRE CHIEFS	23-02144					1,790.00
	1671	Fire Mechanics Fall Cnfrn23'-(B.Towers	Invoice	08/08/2023	Fire Mechanics Fall Cnfrn23'-(B.Towers	050-511-522-45-49-01	1,790.00
0643	WASHINGTON STATE DEPARTME	23-02145					6,087.76
	18022676	Wildland hose	Invoice	08/02/2023	Wildland Hose	001-514-522-20-35-01	6,087.76
0651	WAVE	23-02146					5,699.55
	132631801-0010301	Fiber Optic Connections & Internet/Cable/TV Services	Invoice	08/01/2023	Cable/TV Services - ST 74 (Logistics)	001-513-522-50-42-01	28.68
					Fiber Optic Connctn - The Cnty,ST31-33,001-513-522-50-42-01	001-513-522-50-42-01	5,778.94
					Internet Cancellation/Refund - ST 74 (Logistics)	001-513-522-50-42-01	-108.07
0657	WELLSPRING FAMILY SERVICES E	23-02147					470.90
	289458	Employee Assistance Program Monthly	Invoice	07/31/2023	Employee Assistance Program Monthly	001-510-522-20-20-15	470.90
2011	ZIPLY FIBER	23-02148					378.51
	ST73-AUGSEPT23	Fax & Alarm Connection Services - ST 73	Invoice	08/10/2023	Fax & Alarm Connection Services - ST 73	001-513-522-50-42-01	378.51
2011	ZIPLY FIBER	23-02149					175.64
	ADMIN-JULAUG23	Fire Alarm Phone Lines/Connection - Admin Blg	Invoice	07/28/2023	Fire Alarm Phone Lines/Connection - Admin Blg	001-513-522-50-42-01	175.64
Total Claims: 90						Total Payment Amount:	607,431.36

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/22/2023

Page 1 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
23-02060	ALLSTREAM BUSINESS US, INC		145.15
23-02061	AMAZON CAPITAL SERVICES, INC		2,130.17
23-02062	ARAMARK UNIFORM SERVICES		191.10
23-02063	ARG INDUSTRIAL		560.21
23-02064	B&H FIRE AND SECURITY		776.88
23-02065	BICKFORD MOTORS INC.		3,072.42
23-02066	BK INDUSTRIES & SOLUTIONS INC		2,879.08
23-02067	BOUND TREE MEDICAL, LLC		10,139.92
23-02068	BRAUN NORTHWEST INC		380,390.39
23-02069	CANON FINANCIAL SERVICES INC		886.47
23-02070	CENTRAL WELDING SUPPLY		4,977.54
23-02071	CHINOOK LUMBER		46.35
23-02072	CITY OF ELLENSBURG		52.41
23-02073	CITY OF MONROE		439.21
23-02074	CITY OF MONROE		142.72
23-02075	CITY OF MONROE		701.78
23-02076	CITY OF MONROE		36.19
23-02077	CLEARFLY COMMUNICATIONS		753.43
23-02078	COMCAST		104.81
23-02079	COMCAST		695.91
23-02080	COMCAST		311.43
23-02081	COMCAST		316.71
23-02082	CONWAY SHIELDS		25.50
23-02083	COSTCO MEMBERSHIP		80.10
23-02084	COURIERWEST		2,122.88
23-02085	CRESSY DOOR COMPANY, INC		500.01
23-02086	DICK'S TOWING, INC.		365.97
23-02087	DIRECTV, LLC		120.23
23-02088	FASTFIELDFORMS		911.31
23-02089	FIRSTWATCH		635.00
23-02090	GALLS, LLC		4,790.87

Page Total

419,302.15

Cumulative Total

419,302.15

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/22/2023

Page 2 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
23-02091	GRAINGER		686.45
23-02092	HARBORVIEW INVESTMENT LTD		1,710.00
23-02093	IMS ALLIANCE		30.75
23-02094	IRON MOUNTAIN INC		800.48
23-02095	ISOUTSOURCE		50,619.91
23-02096	L.N. CURTIS & SONS		5,101.07
23-02097	LES SCHWAB WAREHOUSE CENTER		57.47
23-02098	LEXIPOL LLC		21,856.24
23-02099	LIZ LOOMIS PUBLIC AFFAIRS		6,000.00
23-02100	LOWE'S		109.02
23-02101	MONROE STORAGE PARTNERS 1 LLC		146.00
23-02102	MUNICIPAL EMERGENCY SERVICES, INC.		11,969.17
23-02103	NORTHWEST SAFETY CLEAN		2,872.23
23-02104	NORTHWEST TROPHY & AWARDS		27.53
23-02105	ODP BUSINESS SOLUTIONS, LLC		868.50
23-02106	OPERATIVE IQ		2,520.54
23-02107	PETROCARD, INC.		2,514.01
23-02108	PROPERTY MAINTENANCE COM/RES		820.50
23-02109	PUGET SOUND ENERGY		121.07
23-02110	PUGET SOUND ENERGY		57.97
23-02111	PUGET SOUND ENERGY		87.86
23-02112	PUGET SOUND ENERGY		134.23
23-02113	PUGET SOUND ENERGY		129.19
23-02114	PUGET SOUND ENERGY		41.23
23-02115	PUGET SOUND ENERGY		194.21
23-02116	PUGET SOUND ENERGY		53.89
23-02117	PUGET SOUND ENERGY		144.28
23-02118	PURCELL TIRE & SERVICE CENTER		3,925.26
23-02119	REHN & ASSOCIATES		125.00
23-02120	RICOH USA, INC.		401.14
23-02121	RICOH USA, INC.		370.00
		Page Total	114,495.20
		Cumulative Total	533,797.35

Snohomish Regional Fire and Rescue Claims Voucher Summary

08/22/2023

Page 3 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
23-02122	RICOH USA, INC.		50.91
23-02123	RICOH USA, INC.		447.83
23-02124	SMARSH INC		5.66
23-02125	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVICE		1,300.00
23-02126	SNOHOMISH COUNTY PUD		50.37
23-02127	SNOHOMISH COUNTY PUD		215.15
23-02128	SNOHOMISH COUNTY PUD		324.14
23-02129	SNOHOMISH COUNTY PUD		463.79
23-02130	SNOHOMISH COUNTY PUD		660.90
23-02131	SNOHOMISH COUNTY PUD		1,116.81
23-02132	SNOHOMISH VALLEY ROOFING INC		484.57
23-02133	SNURE LAW OFFICE, PSC		3,932.50
23-02134	SPECTRUM		74.99
23-02135	SPRAGUE PEST SOLUTIONS		1,100.12
23-02136	STAPLES CREDIT PLAN		301.88
23-02137	SYSTEMS DESIGN WEST, LLC		12,412.64
23-02138	TK ELEVATOR		3,791.81
23-02139	TRUE NORTH EMERGENCY EQUIPMENT INC		3,511.54
23-02140	TURNOUTRENTAL, LLC		240.00
23-02141	U.S. POSTAL SERVICE		2,500.00
23-02142	US BANK		22,536.04
23-02143	WALDORF UNIVERSITY		3,510.00
23-02144	WASHINGTON FIRE CHIEFS		1,790.00
23-02145	WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES		6,087.76
23-02146	WAVE		5,699.55
23-02147	WELLSPRING FAMILY SERVICES EAP		470.90
23-02148	ZIPLY FIBER		378.51
23-02149	ZIPLY FIBER		175.64

Page Total

73,634.01

Cumulative Total

607,431.36



Payroll Summary and Authorization Form for the:

8/15/2023 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: Snohomish Regional Fire & Rescue

Direct Deposits: \$934,096.01

Paper Checks: \$8,556.34

Taxes: \$263,317.40

Allowed in the sum of: \$1,205,969.75

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Crick Ramirez
Payroll Specialist

Approved by Commissioners: _____



BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via BlueJeans
163 Village Court, Monroe, WA 98272
August 10, 2023, 1730 hours

CALL TO ORDER: *Chairman Elmore called to order the meeting at 1730 hours. In attendance were Commissioner Fay and Commissioner Schaub. In attendance via video, Commissioner Gagnon and Commissioner Edwards. Absent with notice were Commissioner Waugh and Commissioner Steinruck.*

Chairman Elmore added an item to New Business Discussion: Three (3) New Ambulance Chassis Commitment.

PUBLIC COMMENT: NA

UNION COMMENT: NA

CHIEF'S REPORT: *As Presented by Chief O'Brien.* Highlights included congratulating Driver Operator Bill Ekse on his retirement, congratulating Luke Bagley, Steve Johnson and Kirk Dunham on their promotions to Driver Operator and congratulating newly promoted Battalion Chief Brendan Grace on his promotion.

The Fire Chiefs Association has hired BERK Consulting to work with Snohomish County Fire Districts to develop target areas of potential partnerships including areas of EMS and Training.

Chief O'Brien thanked Firefighter Brandon Huber for responding to a near drowning incident of a child in Sultan. Firefighter Huber was off duty and helped with CPR until the arrival of Snohomish County Fire District 5. He also thanked everyone at Team SRFR for all their hard work during this busy season.

COMMISSIONER REPORTS: NA

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-01925 to 23-01941; (\$703,291.35)

AP Vouchers: 23-01943 to 23-02045; (\$486,183.72)

Approval of Payroll

July 31, 2023 (\$1,214,455.79)

Approval of Minutes

Approve Regular Board Meeting Minutes – July 27, 2023



Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On Vote, Motion carried 5/0

OLD BUSINESS

Discussion

Action

NEW BUSINESS

Discussion

Regular Board of Commissioner meeting date change from August 24, 2023, due to schedule conflict.

On August 24, 2023, there is a memorial service for Kirkland Fire Battalion Chief Bill Hoover. The new meeting date will be Wednesday, August 23, 2023, at 1730 hours.

Three (3) New Ambulance Chassis Commitment

Chief O'Brien shared that we have an opportunity to purchase three ambulance chassis. This has been vetted and approved by the Finance Committee. Deputy Chief Rasmussen explained the three ambulance chassis have been budgeted for this year but due to Ford's window not typically being open very long, we have requested a quote from Braun Northwest. They are not under a cooperative buying agreement, so we will need a resolution for a special exception.

Action

GOOD OF THE ORDER

Commissioner Fay gave kudos to the recruits at Willis Tucker National Night Out. Chairman Elmore added great job at pancake breakfast as well. Also kudos to HR and Training for the recruitment process that is bringing in such great recruits.

ATTENDANCE CHECK: *Board Members noted availability for the next Commissioners Meeting August 23, 2023, at 1730 hours at Station 31 Training Room/Blue Jeans.*

EXECUTIVE SESSION: *Chairman Elmore called for Executive Session at 1746 hours to discuss an item pursuant to RCW 42.30.140(4)(a) Labor Negotiations. Expected return time is 1801 hours with no decisions to follow.*

ADJOURNMENT: Chairman Elmore adjourned the meeting at 1804 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards



Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION





Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Purchase approval of Three EMS Ambulance Chassis		
Executive member responsible for guiding the initiative:	DC Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>RAB is to purchase 3 EMS Chassis for the 3 new EMS apparatus that were approved in the Apparatus replacement plan for 2023. We were given shortened notice that the Ford order bank was opening and was expected to have a short window to order. Last year we were advised that there was no EMS Chassis available for us to purchase. This will be for the Chassis only and no funds will be required until we take delivery of the completed ambulance. We currently have \$840,000 budgeted for the three EMS Ambulances.</p>		
Financial Impact:	<p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ \$170,985.00 Tax not included. Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 840,000 301-509-594-22-64-03 Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: </p>		
Risk Assessment:	<p>Risk if approved: None.</p> <p>Risk if not approved: Our EMS Fleet is old and in need of updating. This could lead to long out of service times of our older fleet vehicles and an increased work load on our shop.</p>		

Legal Review:	
	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	
	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	
	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION NO. 2023-08

WAIVER OF COMPETITIVE BIDDING REQUIREMENTS

Background: RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1)(a) Purchases that are clearly and legitimately limited to a single source of supply and (1)(b) Purchases involving special facilities or market conditions.

1. The District needs to purchase three ambulances. In order to meet the District's time frames the chassis must be purchased as soon as possible "Equipment."
2. The District was notified that the Equipment it requires will be available only during a limited order window from Ford.
3. Because of global supply chain issues and high demand for the Equipment, the District would not be able to secure the Equipment if it used a competitive bidding process as the demand for the Equipment exceeds the supply and there are no other known sources that could provide the Equipment within the District's time frame;
4. The Equipment once secured will be used to construct a complete ambulance by Braun which will then be purchased through the HGAC purchasing cooperative;
5. District staff has determined that any delays in securing the Equipment will result in such Equipment becoming unavailable and that securing the Equipment now will allow the District to meet its Equipment needs in a timely manner to better serve the District taxpayers;

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Snohomish Regional Fire and Rescue Board of Commissioners hereby declares that a special market condition exists and waives the competitive bidding requirements based on the reasons enumerated above and authorizes the Fire Chief to agree to purchase the Equipment through Braun NW at a cost of \$170,985 plus applicable tax and licensing to be paid as a component of the purchase price when the ambulance units are purchased..

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Snohomish Regional Fire and Rescue on August 23, 2023, the following Commissioners being present and voting:

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST:

District Secretary



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

CHASSIS PROPOSAL

August 7, 2023

Snohomish Regional Fire & Rescue
Attn: Ron Rasmussen
163 Village Court
Monroe, Washington 98272
ron.rasmussen@sfrfr.org

RE: Three (3) 2024 Ford F-450 4x4, Gas, Race Red, 193"/108"

Braun Northwest is pleased to offer the following proposal:

Three (3) 2024 Ford F-450 4x4, Gas, Race Red, 193"/108", Ambulance Prep chassis, matching enclosed chassis specifications dated 8/1/2023 with the following changes:

- Utilize (PQ) Race Red chassis color
- Utilize (64D) Polished Aluminum Wheels

Subtotal for one (1) chassis.....	<u>\$ 56,995.00</u>
Total for three (3) chassis F.O.B. Chehalis, WA	<u>\$170,985.00*</u>
Sales tax not included	

F.O.B.: Chehalis, Washington

Delivery: TBD

Terms: When completed vehicle project is done, ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.

We agree to accept the above proposal:
Snohomish Regional Fire & Rescue

Tami McCallum, V.P. of Sales

Signature

Date

Date: 8/7/23

Printed Name

Title

TM
cc JJ
Enclosures: Chassis specifications.



EMERGENCY VEHICLES

www.braunnw.com

Snohomish Regional Fire and Rescue SIGN & DATE _____

CNGP530 VEHICLE ORDER CONFIRMATION 08/01/23 14:54:21
 ==> _____ Dealer: F53110
2024 F-SERIES SD Page: 1 of 1

Order No: 0009 Priority: L1 Ord FIN: KZ046 Order Type: 5B Price Level: 41!
 Ord Code: 653A Cust/Flt Name: BNW PO Number:

		RETAIL	DLR INV			RETAIL	DLR INV
F4H	F450 4X4 CHAS/C	\$57925	\$55029.00	41H	ENG BLK HEATER	\$100	\$91.00
	193" WHEELBASE			425	50 STATE EMISS	NC	NC
Z1	OXFORD WHITE			47A	AMBULANCE PREP	1205	1096.00
3	40/20/40 CLOTH			67B	.410 AMP ALTRNTR		
S	MED DARK SLATE				JOB #1 BUILD		
53A	PREF EQUIP PKG			512	SPARE TIRE/WHL2	350	319.00
	.XLT TRIM			61J	JACK	NC	NC
	.AMFM/MP3/CLK			872	RR CAM & PREP K	415	377.00
99N	.7.3L DEV V8 ENG						
44G	10-SPD AUTOMATC	NC	NC		TOTAL BASE AND OPTIONS	62335	55669.64
TGJ	225 BSW AP 19.5				TOTAL	62335	55669.64
X8L	4.88 LTD SLIP	395	360.00		*THIS IS NOT AN INVOICE*		
	FLEET SPCL ADJ	NC	(720.00)				
166	CARPET DELETE	(50)	(46.00)		* MORE ORDER INFO NEXT PAGE *		
	16500# GVWR PKG				F8=Next		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
 F4=Submit F5=Add to Library
 5006 - MORE DATA IS AVAILABLE. QE052381

CNGP530 VEHICLE ORDER CONFIRMATION 08/01/23 14:54:40
 ==> _____ Dealer: F53110
2024 F-SERIES SD Page: 2 of 1

Order No: 0009 Priority: L1 Ord FIN: KZ046 Order Type: 5B Price Level: 41!
 Ord Code: 653A Cust/Flt Name: BNW PO Number:

		RETAIL	DLR INV			RETAIL	DLR INV
	SP DLR ACCT ADJ		\$(1207.00)				
	SP FLT ACCT CR		(1660.00)				
	FUEL CHARGE		28.64				
B4A	NET INV FLT OPT	NC	7.00				
	DEST AND DELIV	1995	1995.00				
	TOTAL BASE AND OPTIONS	62335	55669.64				
	TOTAL	62335	55669.64				

THIS IS NOT AN INVOICE

55670
 + 1095 (Aluminum Wheels-64D)
 + 575 (markup)
 + 255 (interest)

57595
 < 600 > GPC Discount



NEW BUSINESS

DISCUSSION





Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Administration Building Lease Renewal		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>We are requesting a motion from the board to approve the Lease renewal for the Admin Building to DCYF. The Current lease ends August 31st, 2023. DCYF was granted a 5-year renewal option through the original contract. During negotiations we worked with DES and DCYF on decreasing DCYF leasable square footage to allow for more space for SRFR staff. Giving SRFR the entire upstairs for additional much needed office space.</p> <p style="text-align: center;"><u>Lease Highlights</u></p> <ul style="list-style-type: none"> • DCYF will decrease their leasable space from 14,191 sq ft. to 9,965 sq ft. • Increase lease rate to \$24.28 a square ft. from \$19.25 sq ft. lease income goes from \$22,173 to \$20,162 a month. • DCYF will continue to pay for natural gas and electricity for their leasable space. • There will be no 5-year renewal option and DCYF will have an opt out clause with 180-day notice. • SRFR will construct a 10x12 office space downstairs for DCYF. This has been previously approved by the BOC. • SRFR to correct maintenance items listed in section 21 by September 1st. These items will be completed by the 1st. 		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		

Risk Assessment:	Risk if approved: None. Risk if not approved: Loss of additional office space which is much needed for SRFR staff.
Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.



Washington State Department of
Enterprise Services
 REAL ESTATE SERVICES

LEASED SPACE REQUIREMENTS

This document contains general information and performance standards for State leased facilities administered by the Department of Enterprise Services, Real Estate Services. Revisions to this document will be approved and issued by RES in the form of version sequences, the first being Edition 1.0.

REVISION HISTORY			
EDITION	ISSUE DATE	CHANGE SUMMARY	AUTHOR
LSR 2005	N/A	N/A	N/A
LSR 1.0	10/02/2019	Update to current CSI format; update code references; update Bid Cost Breakdown; add New Space Addendum with minimum requirements worksheet.	Regina M. Leccese; RES



TABLE OF CONTENTS:

GENERAL INFORMATION	1
SPECIFICATIONS AND PERFORMANCE REQUIREMENTS	7
APPENDIX A: BID COST BREAK DOWN.....	53

GENERAL INFORMATION

1.0 INTRODUCTION

1.1 PURPOSE

The Leased Space Requirements (LSR) is a document providing general information and performance requirements for leased space procured by the State of Washington, Department of Enterprise Services (DES), Real Estate Services (RES), as authorized by Chapter 43.82.010 of the Revised Code of Washington, "State Agency Housing." In combination with RES provided drawings, specifications, and any RES-approved addenda attached as Exhibits to the Lease.

This document and supporting forms may be accessed electronically at the following website:

https://des.wa.gov/about/forms-publications/forms#Real_Estate

1.2 ORGANIZATION

The LSR is organized as follows:

General Information: This section includes definitions of terms that apply within this document and procedural standards for completing new space and alterations of existing space.

Specifications: This section utilizes the Construction Specifications Institute's (CSI) 32-division format for describing the minimum standards and performance requirements for all procedures, materials, and systems utilized in the leased space.

Bid Cost Breakdown - provided on the web page referenced above.

2.0 DEFINITIONS

2.1 ADDENDUM

NEW SPACE ADDENDUM: a RES-approved document describing the minimum requirements for leased space, including both qualitative and quantitative features. This document is an integral part of the Advertisement for Space. Related project costs shall be itemized on the Bid Cost Breakdown in the "Cost to Lessor" column.

AGENCY ADDENDUM (New Leased Space projects): a RES-approved document describing items or conditions for new space that vary from the requirements delineated in the NEW SPACE ADDENDUM. This document is an integral part of the Advertisement for Space. Related project costs shall be itemized on the Bid Cost Breakdown in the "Cost to Lessor" column.

2.2 ADDITIONAL TENANT IMPROVEMENTS

Project requirements that exceed the minimum requirements delineated in the NEW SPACE ADDENDUM to the Leased Space Requirements. , Lessor shall itemize these costs on the Bid Cost Breakdown Form (BCB) in the "Cost to Agency" column.

2.3 ALTERATIONS

The modification of existing tenant improvements or construction of new tenant improvements in existing leased space, which includes leased space after new construction is complete. Tenant improvements include all of the constructed structures, additions, and

fixtures and equipment provided in the leased space, regardless of who paid for the item, unless otherwise provided in the Lease.

2.4 APPROVAL

The itemized costs will be reviewed by the Project Team and authorized by the RES Design Professional.

2.5 AUTHORITY HAVING JURISDICTION (AHJ)

The local code enforcement/permitting agency and its representative officials.

2.6 AUTHORITY TO PAY (ATP)

A document prepared by the RES Design Professional and approved by the RES Design and Construction Program Manager authorizing the Lessee to make payment on the construction costs.

2.7 BID COST BREAKDOWN FORM (BCB)

The Bid Cost Breakdown form is submitted by the Lessor to the RES Design Professional after evaluating the RES/Agency approved drawings. The form is designed to identify costs borne by the Lessor, and costs borne by the State Agency for additional tenant improvements. The BCB form is available online at https://des.wa.gov/about/forms-publications/forms#Real_Estate.

2.8 CHANGE ORDERS

RES-approved modifications (additions or subtractions/deletions) to the project's scope of work after signing of the Construction Bid Cost Breakdown Form and execution of the Lease.

2.9 CONSTRUCTION DOCUMENTS

Drawings and specifications prepared and signed by a licensed Architect and/or Engineer retained by the Lessor. Construction documents include the contract for construction between the Lessor and its General Contractor.

2.10 DESIGN PROFESSIONAL

The RES Design Professional is the Architect, Facility Planner, or Construction Project Coordinator responsible for creation of the drawings, specifications, and addenda as required to document the scope of work for tenant improvements. (See PLANS and ADDENDUM). Additional responsibilities and authority of the RES Design Professional are found throughout the LSR.

2.11 EXISTING CONDITIONS

Where existing conditions are indicated on RES-approved plans, they represent work to remain unchanged in the project.

2.12 LEASE

The term "Lease" means the original Lease including all amendments, exhibits, attachments, and addenda that are part of the Lease or any amendment.

2.13 NEW LEASED SPACE

The term "new leased space" means space that is leased for the first time by a state agency, acting through DES (hereafter, a "state agency lease"). Both existing space and newly constructed space may be new leased space. New leased space does not include back-to-

back state agency leases or state agency leases separated by less than one year from the end date of the prior state agency lease and the commencement date of a new state agency lease.

2.14 NOTICE TO PROCEED

For new leased space, the executed lease will serve as notice to proceed with the required tenant improvements. For alterations to existing space not associated with a new lease or renewal, the RES Design Professional will issue a Notice to Proceed letter accompanied by a signed Bid Cost Breakdown form.

2.15 PLANS and/or DRAWINGS

Where “plans” and/or “drawings” are referenced herein, they refer to RES-approved plans and drawings. The RES-approved drawings will include RES and Lessee approval signatures, and become a lease exhibit. RES plans are not intended to be used for permitting or construction, but to establish the complete scope of work for tenant improvements.

2.16 PROJECT TEAM

The State’s Project Team consists of the RES Lease Agent, the RES Design Professional, the Agency Facility Planner and a local representative of the Lessee. The team’s responsibility is to facilitate, approve, and administer the project, from lease negotiations to final acceptance of the built facility and execution of the Lease. The approval of any directives for any phase of the project originates with this group. The Project Team works directly with the Lessor or Lessor’s designee to implement all phases of the project. Only the RES Design Professional may authorize Change Orders, approve the work, and release the Authority to Pay to the Lessee for Tenant Improvement (TI) construction costs and Change Orders.

2.17 PUNCH LIST

An itemized listing of incomplete work and/or deficiencies, which the Lessor is obligated to resolve based on the project’s scope of work, as observed and documented by the RES Design Professional. Authority to Pay will only be issued after all punch list work is completed and approved by the RES Design Professional.

2.18 REVIEW

Examination by the RES Design Professional to determine if a product or material submittal or project construction is consistent with the Lease Space Requirements and project plans. Review by the RES Design Professional does not supplant the need for review of shop drawings and submittals by a licensed engineer or design professional for conformance of products, materials or systems with the construction documents.

2.19 SUBSTANTIAL COMPLETION

As determined by the RES Design Professional, substantial completion is achieved subsequent to the punch list inspection and receipt of the Certificate of Occupancy or the final signed-off building permit.

3 GENERAL REQUIREMENTS

3.1 CODE COMPLIANCE

All spaces leased to the State of Washington shall meet or exceed the requirements of all applicable State and Local governing codes in place as of the date of issuance of the relevant

building permit by the AHJ in compliance with Washington Administrative Code (WAC) Title 51. These requirements include, but are not necessarily limited to, the most current edition of the State Building Code, containing the Washington State Regulations for Accessibility, all Accessibility regulations per Washington State Amendments to the International Building Code (IBC), and the Washington State Energy Code (WSEC). All improvements required to meet these codes and regulations are the financial responsibility of the Lessor.

3.2 SUSTAINABILITY

This document specifies current sustainable products, practices and elements; however, further efforts toward sustainability are encouraged.

Projects requiring compliance with specific LEED™ (US Green Building Council's Leadership in Energy and Environmental Design) sustainability criteria will be identified in the project Request for Proposal advertisement and will include a project-specific RES Addendum that will define requirements for complying with LEED™.

3.3 LIFE CYCLE COST ANALYSIS

RCW 39.35 and 39.35B require a Life Cycle Cost Analysis as part of renovation or construction of publicly-owned or leased buildings having 25,000 square feet or more of usable space. The Life Cycle Cost Analysis shall be completed by the Lessor and submitted to RES prior to completion of the preliminary drawing phase, and shall be used to help select building systems that will both conserve energy and reduce operating costs. Refer to the Department of Enterprise Services Division of Engineering & Architectural Services' publication: [Energy Life Cycle Cost Analysis, Guidelines for Public Agencies](https://www.des.wa.gov/services/facilities-leasing/energy-program/energy-life-cycle-cost-analysis) for information and format (website: <https://www.des.wa.gov/services/facilities-leasing/energy-program/energy-life-cycle-cost-analysis>).

3.4 ACCESSIBILITY

New construction of buildings, which provide leased facilities to the State of Washington, shall meet the accessibility requirements under the applicable State building codes and the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Alterations to existing facilities shall meet the requirements under the applicable version of the International Existing Building Code (IEBC), the requirements of the local jurisdiction, and any governing State Statute.

1. On all as-built drawings or proposal drawing submittals, the Lessor shall clearly delineate the location of existing and proposed accessible parking, public transportation stop(s), and the accessible routes of travel from each to the main entrance of the proposed leased space. On multi-building sites, accessible routes of travel between buildings shall also be shown. (Reference A2.3)
2. All accessible pedestrian curb cuts shall be located and constructed perpendicular to each street served, eliminating diagonal curb cuts (those that direct people towards the center of street intersections).
3. All accessible entries shall be as close as practicable to the adjacent finished grade and accessible parking.
4. On single-owner multi-building sites, there shall be accessible routes of travel to and between all buildings.

5. Accessible stations at reception and service counters shall be integrated within the main service counter.
6. Public interior corridors leading to tenant-leased spaces shall be a minimum of 72" wide. Primary circulation hallways within tenant-leased spaces shall be a minimum of 60" wide.
7. Declaration of non-conformance with any of the Accessibility requirements listed above shall be brought to the attention of the RES Design Professional and Leasing Agent.

3.5 AS-BUILT DRAWING SUBMITTALS

Lessor shall provide to the RES Design Professional accurate drawings of existing or proposed buildings and site prior to the commencement of the programming and planning. These drawings shall delineate the most current building information and physical configuration (including mechanical and electrical), and be submitted electronically in both pdf and a format compatible with AutoCAD.

Any revisions required during the course of the project based on the submission of inaccurate or incomplete information to the State shall be resolved through the review and approval process and at the direction of the RES Design Professional, and accomplished at the sole cost of the Lessor.

3.6 PREPARATION OF PLANS AND SPECIFICATIONS

New Space: lease exhibit plans, along with Leased Space Requirements and any Addenda, will be prepared, approved, and issued by RES for each State-leased facility requiring buildout for new space. Changes to these documents are not permitted without written approval from the RES Design Professional.

Unless otherwise provided in the Lease, the Lessor, at his sole cost and expense, is responsible for all construction documents required by the Authority Having Jurisdiction, which may include plans and specifications prepared by a licensed Architect and/or Engineer (see LSR A1.9 Construction Documents). Obtaining the building permit is the sole responsibility of the Lessor, including all permitting costs.

Mid-term Alterations: For Tenant requested alterations during the term of the Lease, RES shall prepare scoping documents including floor plans and other drawings; these will be submitted with the Leased Space Requirements and any Addenda, with a Request for Costs to the Lessor. Upon approval of costs, the RES Design Professional will issue a Notice to Proceed with the work.

The Lessor, at the cost of the Lessee, is responsible for all construction documents required by the Authority Having Jurisdiction, which may include plans and specifications prepared by a licensed Architect and/or Engineer. It is the Lessor's sole responsibility to obtain all permits for tenant improvements; the Tenant is responsible for the cost of permitting for mid-term alterations.

3.7 DECLARATION OF NON-CONFORMANCE WITH LEASED SPACE REQUIREMENTS

For existing facilities that do not meet 100% of a project's governing Leased Space Requirements at the time of lease inception or renewal, in order to qualify for consideration as a potential State-leased facility in response to a RES Advertisement for Space or market search, the Lessor shall provide RES with an itemized summary of all such building deficiencies. As part of this summary, estimate the monetary impact to bring each deficiency

into compliance. RES will then determine if the deficiency is of a magnitude that will prevent a State tenant from occupying the proposed facility. Non-negotiable compliance items include life-safety, indoor air quality, and accessibility.

Any issue or item that has not been specifically identified as being Non-Compliant as stated above will be assumed to be in compliance with Leased Space Requirements. Subsequent discovery of previously undisclosed non-compliant issues and their resulting impact on the project will be addressed and resolved at the sole cost and expense of the Lessor.

3.8 SUBMISSION OF COSTS

The Lessor shall submit a signed itemized construction bid, detailing costs for the Work to accomplish the RES-approved plans and specifications. Those costs shall be submitted on the Bid Cost Breakdown form, or other format approved by the RES Design Professional. RES will approve or reject all additional Tenant Improvement costs. Additionally, RES reserves the right to request alternate bids. If agreement between the Lessor and the State cannot be reached, the State reserves the right to reject the proposal.

Submission of bids by the Lessor, and their subsequent acceptance and approval by RES, constitute an obligation by the Lessor to provide all materials and perform all work required to complete the buildout of the proposed leased facility according to the RES-approved drawings and specifications in their entirety, whether or not specific items have been called out on the Bid Cost Breakdown. The Lessor's submitted bid will be accepted and approved as all-inclusive for all issues delineated or referenced on the RES-approved documents. Items not included by the Lessor on the BCB are not subject to subsequent payment from the State.

Any cost submittal, change, interpretation of requirements, or revision to the work must be authorized by the RES Design Professional.

All cost submittals shall be itemized by the Lessor as listed below:

	Itemized summary of the work (labor and materials only) with associated costs
	Total of Cost of the Work ("Project Cost Subtotal")
	Total Project Mark-Up*
State sales tax	
	Lessor's total ("Total Project Cost")

** Total Project Mark-up shall include General Contractor's overhead and profit, Lessor's management fee, B&O, Builders Risk, Prevailing Wage documentation, General Conditions, etc., and shall not exceed 15%.*

4 BUILDING MEASUREMENTS

4.1 BOMA REQUIREMENTS

Unless otherwise provided in the Lease, the most current version at the effective date of the lease of the "Office Buildings: Standard Methods of Measurement" (ANSI/BOMA Z65.1 or its replacement, if one is designated) shall be the criteria for determining the leased square footage for all office and warehouse space leased to the State of Washington.

For all projects, the Lessor shall provide itemized square footage calculations of "USABLE AREA" (USF or usable square feet), and "RENTABLE AREA" (RSF or rentable square feet). RSF is

used for financial calculations as part of the selection process and in the lease contract executed with the successful proposer, regardless of whether the state occupies 100% of the building, unless specified otherwise in the Request for Proposal advertisement. USF is used for space programming and built space metrics.

4.2 LOAD FACTOR

The load factor is a multiplier obtained by dividing the rentable area by the usable area; it quantifies the efficiency of a particular space. A load factor may also be used to adjust a USF measurement to an RSF measurement.

SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

00 00 00	PROCUREMENT AND CONTRACTING REQUIREMENTS.....	12
00 20 00	INSTRUCTIONS FOR PROCUREMENT.....	12
01 00 00	GENERAL REQUIREMENTS	12
01 10 00	SUMMARY	12
01 20 00	PRICE AND PAYMENT PROCEDURE.....	13
01 23 00, 01 25 00	ALTERNATES AND SUBSTITUTION PROCEDURES.....	13
01 26 00	CONTRACT MODIFICATION PROCEDURES.....	13
01 29 00	PAYMENT PROCEDURES.....	13
01 30 00	ADMINISTRATIVE REQUIREMENTS.....	14
01 31 00	PROJECT MANagements AND COORDINATION	14
01 33 00	SUBMITTAL PROCEDURES	14
01 40 00	QUALITY REQUIREMENTS.....	15
01 41 00	REGULATORY REQUIREMENTS.....	15
01 41 13	CODES.....	15
01 41 26	PERMIT REQUIREMENTS.....	15
01 43 00	QUALITY ASSURANCE	15
01 50 00	TEMPORARY FACILITIES AND CONTROLS	15
01 51 00, 01 52 00	TEMPORARY UTILITIES AND CONSTRUCTION FACILITIES	15
01 57 00	TEMPORARY CONTROLS.....	15
01 57 19	TEMPORARY ENVIROMENTAL CONTROLS.....	15
01 70 00	EXECUTION AND CLOSEOUT REQUIREMENTS.....	16
01 74 00	CLEANING AND WASTE MANAGEMENT.....	16
01 74 23	FINAL CLEANING	16
01 77 00	CLOSEOUT PROCEDURES.....	16
01 78 00	CLOSEOUT SUBMITTALS.....	17
02 00 00	EXISTING CONDITIONS.....	18
02 20 00	ASSESSMENT	18
06 00 00	WOOD, PLASTIC AND COMPOSITES	18
06 10 00	ROUGH CARPENTRY	18
06 20 00	FINISH CARPENTRY	18
06 40 00	ARCHITECTURAL WOODWORK	19
06 41 00	ARCHITECTURAL MILLWORK.....	19
06 41 16	Plastic-Laminate-Clad Architectural Cabinets.....	20
07 00 00	THERMAL AND MOISTURE PROTECTION.....	20
07 20 00	THERMAL PROTECTION.....	20
07 21 00	THERMAL INSULATION.....	20
07 30 00, 07 40 00, 07 50 00	ROOFING	20
07 90 00	JOINT PROTECTION	20
07 91 00, 07 92 00	PREFORMED JOINT SEALS; JOINT SEALANTS	20
08 00 00	OPENINGS.....	21
08 10 00	DOORS AND FRAMES.....	21
08 11 00	METAL DOORS AND FRAMES	21

08 14 00 WOOD DOORS.....	21
08 30 00 SPECIALTY DOORS AND FRAMES.....	22
08 40 00 ENTRANCES, STOREFRONTS, AND CURTAIN WALLS.....	22
08 43 13 ALUMINUM FRAMED STOREFRONTS.....	22
08 50 00 WINDOWS.....	23
08 70 00 HARDWARE.....	23
08 71 00 ACCESS CONTROL HARDWARE.....	24
08 80 00 GLAZING.....	25
09 00 00 FINISHES.....	25
09 20 00 PLASTER AND GYPSUM BOARD.....	27
09 21 00 PLASTER AND GYPSUM BOARD ASSEMBLIES.....	27
09 22 00 SUPPORTS FOR PLASTER AND GYPSUM BOARD.....	27
09 28 00 BACKING BOARDS AND UDERLAYMENTS.....	28
09 28 13 CEMENTITIOUS BACKING BOARDS.....	28
09 30 00 TILING.....	28
09 30 13 CERAMIC TILING.....	28
09 50 00 CEILINGS.....	28
09 51 00 ACOUSTICAL CEILINGS.....	28
09 53 00 ACOUSTICAL CEILING SUSPENSION ASSEMBLIES.....	29
09 60 00 FLOORING.....	29
09 65 00 RESILIENT FLOORING.....	29
09 65 13 RESILIENT BASE.....	29
09 65 16 VINYL SHEET FLOORING.....	29
09 65 19 RESILIENT TILE FLOORING.....	29
09 65 19.19 VINYL COMPOSITION TILE FLOORING.....	29
09 68 00 CARPETING.....	30
09 68 13 TILE CARPETING.....	30
09 80 00 ACOUSTIC TREATMENT.....	32
09 81 00 ACOUSTIC INSULATION.....	32
09 90 00 PAINTING AND COATING.....	32
09 91 00 PAINTING.....	32
10 00 00 SPECIALTIES.....	33
10 10 00 INFORMATION SPECIALTIES.....	33
10 14 00 SIGNAGE.....	33
10 20 00 INTERIOR SPECIALTIES.....	34
10 21 00 COMPARTMENTS AND CUBICLES.....	34
10 21 13 TOILET COMPARTMENTS.....	34
10 26 00 WALL AND DOOR PROTECTION.....	34
10 26 13 CORNER GUARDS.....	34
10 28 00 TOILET, BATH AND LAUNDRY ACCESSORIES.....	34
10 28 19 TUB AND SHOWER ENCLOSURES.....	35
10 70 00 EXTERIOR SPECIALTIES.....	35
10 75 00 FLAGPOLES.....	35
10 75 16 GROUND -SET FLAGPOLES.....	35
11 00 00 EQUIPMENT.....	36
11 80 00 FACILITY MAINTENANCE AND OPERATION EQUIPMENT.....	36
11 82 00 FACILITY SOLID WASTE HANDLING EQUIPMENT.....	36

12 00 00 FURNISHINGS	36
12 20 00 WINDOW TREATMENTS	36
22 00 00 PLUMBING	37
22 10 00 PLUMBING PIPING	37
22 30 00 PLUMBING EQUIPMENT	37
22 40 00 PLUMBING FIXTURES	37
23 00 00 HEATING VENTILATION AND AIR CONDITIONING (HVAC)	38
23 30 00 HVAC AIR DISTRIBUTION	43
26 00 00 ELECTRICAL	43
26 05 00 COMMON WORK RESULTS FOR ELECTRICAL	43
26 05 13 MEDIUM-VOLTAGE OPEN CONDUCTORS	44
26 05 26 GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS	44
26 05 33 RACEWAY AND BOXES FOR ELECTRICAL SYSTEM	44
26 08 00 COMMISSIONING FOR ELECTRICAL SYSTEMS	46
26 09 00 INSTRUMENTATION AND CONTROL FOR ELECTRICAL SYSTEMS	46
26 27 00 LOW-VOLTAGE DISTRIBUTION EQUIPMENT	47
26 50 00 LIGHTING	48
26 51 00 INTERIOR LIGHTING	48
26 51 13 INTERIOR LIGHTING FIXTURES, LAMPS, AND BALLASTS	48
26 52 00 EMERGENCY LIGHTING	49
27 00 00 COMMUNICATIONS	50
27 20 00, 27 20 00, 27 40 00 VOICE, DATA, AND AUDIO-VISUAL COMMUNICATIONS	50
28 00 00 ELECTRONIC SAFETY AND SECURITY	51
28 30 00 ELECTRONIC DETECTION AND ALARM	51
28 31 00 FIRE DETECTION AND ALARM	51
32 00 00 EXTERIOR IMPROVEMENTS	51
32 10 00 BASES, BALLASTS AND PAVING	51
32 13 00 RIGID PAVING	51
32 17 00 PAVING SPECIALTIES	51
32 17 13 PARKING BUMPERS	51
32 17 23 PAVEMENT MARKINGS	52
32 39 00 MANUFACTURED SITE SPECIALTIES	52
32 39 13 MANUFACTURED METAL BOLLARDS	52
32 80 00 IRRIGATION	52
32 84 00 PLANTING IRRIGATION	52
32 90 00 PLANTING	52

This page is intentionally left blank

00 00 00 PROCUREMENT AND CONTRACTING REQUIREMENTS

00 20 00 INSTRUCTIONS FOR PROCUREMENT

1.1 PREVAILING WAGES

Lessor and Lessor's Contractor shall pay Prevailing Wages or applicable Federal Wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries (L&I). Lessor agrees to comply with the provisions of RCW 39.12 as required under RCW 39.04.260 unless specifically exempted by the Department of Labor and Industries. Submit all compliance paperwork directly to L&I, who makes all determinations regarding the applicability of Prevailing Wage. When prevailing wage is applicable, the Lessor shall provide to the RES Design Professional at the conclusion of the project certification of full compliance with L&I's prevailing wage regulations in order to receive the final project payment. For additional information, visit L&I's website at

<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/default.asp>

END OF Division 00 00 00

01 00 00 GENERAL REQUIREMENTS

01 10 00 SUMMARY

1.1 GENERAL

The following are the State's minimum quality standards for construction materials, assemblies and equipment. The Department of Enterprise Services, Real Estate Services (RES) will release to the Lessor final approved plans and performance specifications (LSR) reflecting each project's requirements. All items required to provide a complete, operational and fully functional facility meeting all approved codes shall be included as part of this project unless stated otherwise. These specifications are generic and apply to a broad range of projects. Some items may not be required on all projects (such as plumbing fixtures when the project involves only minor interior alterations). Provide all materials and accessories for complete, proper installation and operation of products described in the contract documents, even if not specified in this document. Final determination of applicable requirements is the sole responsibility of the RES Design Professional.

1.2 PROJECT DOCUMENTS

These specifications, including any addenda, along with RES-approved drawings, summarize the project requirements. Changes to these documents may only be made in writing by the RES Design Professional. Omissions and discrepancies between construction drawings, specifications, site conditions, and code requirements shall be brought to the attention of RES. The RES Design Professional will clarify the intent of the drawings and program requirements and assist in resolving conflicting issues. The RES-approved drawings will include RES and Lessee approval signatures and BOMA area calculations in the lower right hand corner of the sheet.

01 20 00 PRICE AND PAYMENT PROCEDURE

01 23 00, 01 25 00 ALTERNATES AND SUBSTITUTION PROCEDURES

1.1 ALTERNATES/SUBSTITUTIONS AND MATERIALS

The State will consider formal requests from the Lessor for substitution of products, systems or materials in place of those specified. Construction methods or materials other than those mentioned herein may be acceptable if, with the RES Design Professional's written approval, they provide equal or better quality, appearance, safety and function.

Lessor will provide a written statement to RES that they have investigated the proposed product and method and determined that it is equal or superior to that specified. Submit to RES Design Professional a copy of the manufacturer's literature indicating product description, performance and test data, reference standards and samples (if requested). Provide a complete, detailed description of proposed alternate construction methods. Provide a minimum of 10 working days for all substitutions to be reviewed for approval by the RES Design Professional. Approval of the proposed substitution must be in writing from the RES Design Professional (see Section 01 33 00 for submittal requirements).

Lessor shall coordinate installation of accepted substitution into work, making such changes as may be required for work to be complete in all respects. Lessor is responsible for coordinating all work resulting from substitutions and is not relieved of any responsibilities for the project under the contract. Lessor is responsible for any cost increase associated with substitutions.

01 26 00 CONTRACT MODIFICATION PROCEDURES

1.1 CHANGE ORDERS

CHANGES AND REVISIONS

Any change or revision to the work that would result in additional cost to the State must be proposed in writing to RES. The RES Design Professional must authorize in writing any proposed change or revision to the work. Tenant agencies have no authority to direct the Lessor or Lessor's Contractor to make changes to the Work; nor may they make payments for unauthorized work.

CHANGE ORDERS

Tenant Agencies may at any time request additions, deletions, revisions, or other changes in the Work. If any proposed change or revision to the work would result in additional cost to the State, it must be submitted in writing to RES and shall be incorporated into Change Order.

All Change Order cost submittals must conform to the format required under item 3.8 Submission of Costs. If the proposal is accepted, the RES Design Professional will issue written Notice to Proceed.

01 29 00 PAYMENT PROCEDURES

Upon satisfactory completion of the project, as delineated in Section 01 77 00, the RES Design Professional will issue to the Lessee an Authority to Pay for all RES-approved non-amortized costs.

1.1 AUTHORIZATION OF PROJECT PAYMENTS

The Lessor shall submit to the RES Design Professional (not the Lessee) invoices reflecting all project costs incurred by the State. The RES Design Professional will then issue an Authority to Pay (ATP) to the Lessee for their direct payment to the Lessor. The release of any ATP is at the discretion of the RES Design Professional.

Up to 80% of all RES-approved additional tenant improvement costs or change order costs may be payable to the Lessor subsequent to the RES Design Professional's determination of Substantial Completion. The balance of all RES-approved costs is payable to the Lessor upon the RES Design Professional's determination that the Lessor has satisfactorily resolved all punch list items.

01 30 00 ADMINISTRATIVE REQUIREMENTS

01 31 00 PROJECT MANAGERMENTS AND COORDINATION

1.1 General Communications

All instructions to the Lessor will be given by the RES Design Professional. RES Design Professional's verbal instructions must be confirmed in writing. Minor clarification may be confirmed in meeting minutes or site visit reports. Promptly inform the RES Design Professional of deviations from the established schedule, dimensional irregularities, code concerns, etc. Contractor/superintendent shall be readily available by mobile device during normal business hours. Provide telephone number(s) to the RES Design Professional.

01 33 00 SUBMITTAL PROCEDURES

1.1 PRODUCT SUBMITTALS

Submit, as pertains to the tenant occupied space finishes, complete product specifications, literature, and all material, color and finish samples to RES Design Professional for approval and/or selection. Allow 10 working days for submittals to be reviewed by RES Design Professional. Provide a minimum of 2 submittal packages for review unless electronic submittals are acceptable to the RES Design Professional. Submit together all colors and materials that occur in the same room or rooms. Provide shop drawings where appropriate. Coordinate with Tenant pre-approved color board, if applicable.

Mechanical equipment submittals shall include, but not be limited to, HVAC equipment, fans, air conditioning units, duct lining, controls zoning layout and the controls. The submittals shall indicate the equipment operating point, sound data and pressure drop information.

1.2 SAFETY DATA SHEETS (SDS)

Provide Safety Data Sheets for the following building materials if utilized in preparation of the leased space: insulation, PVA sealer, gypsum wallboard, paint, ceiling tile, carpet, base, carpet/base adhesive, floor patching compounds and sealers, and millwork, and as requested by the RES Design Professional. Maintain copies of SDS at facility location.

01 40 00 QUALITY REQUIREMENTS

01 41 00 REGULATORY REQUIREMENTS

01 41 13 CODES

If access, fire, life-safety, health hazards, or structural deficiencies are detected either before or after occupancy, they shall be corrected by the Lessor at his sole cost and expense. Lessor is responsible for all new construction meeting applicable code requirements.

01 41 26 PERMIT REQUIREMENTS

Lessor shall procure permits, pay all associated fees, and meet all city and/or county requirements as required for completion of the project. Provide copies of the final signed-off building permit and/or the final Certificate of Occupancy to the RES Design Professional at closeout.

01 43 00 QUALITY ASSURANCE

All project work shall be completed in accordance with sound engineering practices, good trade workmanship, and utilizing new or quality used materials, clean and free from blemishes.

01 50 00 TEMPORARY FACILITIES AND CONTROLS

01 51 00, 01 52 00 TEMPORARY UTILITIES AND CONSTRUCTION FACILITIES

1.1 TEMPORARY FACILITIES AND UTILITIES

Lessor shall provide and pay for all temporary construction facilities and utilities.

01 57 00 TEMPORARY CONTROLS

01 57 19 TEMPORARY ENVIROMENTAL CONTROLS

Maintain acceptable indoor air quality in occupied portions of State-leased buildings undergoing renovation projects, by observing the following:

- A. Schedule work with Lessee as not to interfere with its mission and or workflow. When possible schedule work which results in excessive smells, noise, or dust in tenant agencies off hours.
- B. The size of the area in which renovation is to occur and the scope of the project may necessitate the temporary relocation of the tenants during the construction period. This will be mutually agreed upon and arranged by RES staff and the Lessee.
- C. To prevent construction dust and fumes from infiltrating the building's mechanical system and thereby affecting indoor air quality, the area where renovation is to be performed shall be separated and sectioned off from the remaining space by temporary partitions or plastic sheeting.

If the mechanical system is operational during construction, a MERV 8 filter(s) shall be used. Immediately prior to occupancy, the filter shall be changed to a clean MERV 13. If the building mechanical system cannot accommodate a MERV 13 filter, alert the RES Design Professional and default to a clean MERV 8.

D. The mechanical system serving the entire space where renovation occurs may need to be turned off during renovation; if so, outside air shall be introduced to this space by means of auxiliary fans. Maintain a slight negative pressure in the construction area. Heating units shall be utilized as required.

E. All finish materials, including preparatory products, shall be non-VOC (volatile organic compound) type products. (See Section 01 33 00, 1.2)

01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

01 74 00 CLEANING AND WASTE MANAGEMENT

01 74 23 FINAL CLEANING

Prior to the RES Design Professional's final punch list inspection, perform the following cleaning services throughout the leased facility and in areas directly serving the facility. All finishes are to be cleaned according to manufacturer's recommendations.

Maintain the facility in a properly cleaned condition until commencement of rent or tenants begin their move-in process, whichever occurs first, except for items specifically noted in the RES Design Professional's punch list letter.

- A. Clean and sweep all parking areas, driveways, and sidewalks. Remove all construction debris and equipment.
- B. Wash all interior and exterior glazing; clean window and relite frames of all debris.
- C. Repair, patch, touch up, and/or replace marred surfaces, restoring to a like-new condition. Provide touch-up painting of all walls, corners, columns, soffits, and other paintable surfaces, achieving a blemish-free condition.
- D. Vacuum, prepare and clean all finished floor materials and surfaces per manufacturer's recommendations.
- E. Remove grease, dust, dirt, stains, labels, fingerprints, etc. from exposed surfaces.
- F. Clean all HVAC supply and return air diffusers and grilles, ducts, blowers, coils, fixtures, equipment and piping. Replace disposable air filters and clean permanent filters.
- G. Flush water systems (see Section 22 40 00, 1.1).

01 77 00 CLOSEOUT PROCEDURES

1.1 CERTIFICATIONS, WARRANTIES AND SUBMITTALS

Subsequent to the RES Design Professional's determination of Substantial Completion and their approval of initial occupancy by the Lessee, and prior to final inspection or acceptance of the facility by RES, provide the following to the RES Design Professional:

- 1) Permanent Certificate of Occupancy or final signed-off building permit
- 2) As-built drawings (see Section 01 78 00, 1.2)

- 3) Operations & Maintenance manuals (see Section 01 78 00 1.1)
- 4) Domestic water potability certification (see Section 22 44 00, 1.1)
- 5) Safety Data Sheets (SDS) (see Section 01 33 00, 1.2)

Submit written certifications to the RES Design Professional on the respective subcontractor's or consultant's letterhead, signed by the licensed designer/engineer for this project, addressing and specifically stating compliance with the following issues:

- A. The HVAC (mechanical) system serving this leased facility has been installed and is operating in accordance with the RES-approved plans and specifications, is clean (all filters have been changed just prior to tenant occupancy), properly balanced, fully operational, and will perform satisfactorily to meet the State's requirements, including the Washington State Energy Code and International Mechanical Code.
- B. The electrical system (receptacles, equipment connections, etc.) has been installed and is operating in accordance with the RES-approved plans and specifications, and all circuitry and receptacles are configured and functioning as intended by their design.

01 78 00 CLOSEOUT SUBMITTALS

1.1 OPERATING INSTRUCTIONS / MAINTENANCE MANUALS

Provide Operations & Maintenance manuals for all facility systems, equipment, hardware, finish materials for which the tenants have the responsibility to clean (example: carpet, resilient flooring) or the ability to control, revise, or alter settings or the like at their discretion (example: cypher locks, electronic access systems, thermostats, special HVAC units, special lighting controls). All information contained in these manuals shall be neat, clean, readable, and orderly.

Specific information to be contained in these manuals include:

- A. Names and phone numbers of repair/maintenance contacts.
- B. Simplified operating instructions, and complete emergency instructions in case of system failure or natural disaster.
- C. All warranties/guarantees.
- D. Manufacturer's recommendations for continued care, including method and frequency of cleaning and maintenance.
- E. Reduced-scale zone map for the completed HVAC system and its controls.
- F. HVAC system balance report that indicates conformance with the designed system.

Provide walk-thru training (conducted by the appropriate personnel of the respective disciplines) for the designated Lessee facility manager covering the HVAC controls and all other major building systems/ equipment/ hardware.

1.2 PROJECT RECORD / AS-BUILT DRAWINGS

As the job progresses, the Lessor shall keep at the project site an accurately marked-up set of Contract Documents showing all changes and deviations from the original RES-approved drawings. Upon completion of project, the Lessor shall transfer all changes and deviations indicated on their project sets to a permanent as-built drawing set. All such information shall be neatly and clearly drawn and described with technical accuracy. Lessor shall provide CAD as-built drawings to the RES Design Professional, and one "red-lined" markup of the State-approved plans in electronic format.

END OF DIVISION 01 00 00

02 00 00 EXISTING CONDITIONS

02 20 00 ASSESSMENT

1.1 SITE CONDITIONS

The Lessor is responsible for investigation and determination of all existing site conditions and requirements.

Provide right-of-way construction and site drainage as required by authorities having jurisdiction. All new utilities required for this project shall be underground and meet all local regulations. Existing above-ground utilities may be retained unless local code requires modification.

END OF DIVISION 02 00 00

06 00 00 WOOD, PLASTIC AND COMPOSITES

06 10 00 ROUGH CARPENTRY

1.1 DESCRIPTION OF THE WORK

Provide carpentry work, all materials and items required for complete installation of products including anchors, fasteners and other necessary accessories. Anchor materials solidly in manner directed and in accordance with highest industry standards. Provide blocking as required for products specified elsewhere. (See also Section 09 20 00)

06 20 00 FINISH CARPENTRY

1.1 MATERIALS AND FINISHES

Provide all materials and items required for complete installation of products, including hardware, anchors, fasteners, and other necessary accessories. Finish wood with stain and minimum 2 coats semi-gloss finish. Provide solid hardwood, hardwood veneer, plastic laminate-surfaced plywood or medium-density fiberboard, or other non-VOC material.

1.2 EQUIPMENT BOARDS

Provide (2) nominal 4'x8'x ¾" fire-retardant treated plywood on walls of voice/data distribution rooms or as otherwise noted on the RES approved plan. Mount bottom no lower than 24" above floor, top no

higher than 84" above floor. Alternate design may be indicated on RES approved drawing or specified by RES Design Professional. Mount on wallboard, masonry, or concrete. Existing equipment boards may be reused if treated with flame retardant coating.

1.3 PARTITION CLOSURE TRIM: TERMINATIONS AT EXTERIOR WINDOWS

Provide sound resistant wood or metal closing trim at walls meeting window mullions or window glazing. Match depth and type of windowsill material and finish wall ends. Styrofoam closures are not acceptable. Submit proposed method to RES Design Professional for review.

1.4 CHAIR RAIL

Chair rail shall be clear hardwood, 5/4 x 6 with eased edges and clear finish. Confirm mounting height with RES design professional. Mount chair rail using scarf joints, blind nailing, and mitered corners, with no exposed end grain. Alternate chair rail materials or products may be used with approval of RES design professional.

06 40 00 ARCHITECTURAL WOODWORK

06 41 00 ARCHITECTURAL MILLWORK

1.1 GENERAL

Furnish and install millwork at the locations shown on the RES approved drawings and as specified, complete with hardware. Provide shop drawings for service/reception counters and/or other specialty millwork to RES Design Professional for review and approval. Provide adequate blocking, bracing and attachment. Shelves shall support minimum 25 pounds per lineal foot without sagging. Provide (1) shelf for every 14", adjustable in 1" increments with wall-mounted aluminum standards and brackets.

1.2 RESTROOM VANITY COUNTERS

Provide wall-mounted countertop with drop in sink. Finish per cabinet specifications.

1.3 COFFEE BAR AND LUNCHROOM CABINETS

See plan for sink location and special features. Design shall be accessible per local building codes. Provide 4" x 4" toe space and base to match room base. Provide plastic laminate-faced countertop with 4" high (min) plastic laminate back and side splashes. Provide plastic laminate-faced plywood, medium-density fiberboard, or other non-VOC material, for cabinet faces with matching edges for all exposed-to-view surfaces; white melamine finish may be provided for interior surfaces and surfaces not exposed to view. Provide accessible stainless steel "D" pulls, or RES approved alternate, and adjustable self-closing hinges.

06 41 16 Plastic-Laminate-Clad Architectural Cabinets

1.1 DESCRIPTION OF THE WORK

Provide 1/16" thick, high-pressure plastic laminate where shown on the drawings or as specified. Provide quality materials such as Wilsonart, Formica, Nevamar, or as approved by the RES Design Professional. Locations may include countertops, edges, splashes, window sills, cabinet faces, wainscot where indicated on drawings, toilet partitions and/or doors. See Sections 09 00 00, 1.2 and 10 21 00 for related requirements.

END OF DIVISION 06 00 00

07 00 00 THERMAL AND MOISTURE PROTECTION

07 20 00 THERMAL PROTECTION

07 21 00 THERMAL INSULATION

Provide thermal insulation for roof, walls, floor, and so forth, as required by the Washington State Energy Code. Attach all insulation to permanent structure. Material laid on ceiling tile to achieve thermal insulation value is not acceptable.

07 30 00 , 07 40 00, 07 50 00 ROOFING

1.1 NEW CONSTRUCTION AND REPLACEMENT ROOFING

Provide complete assembly meeting all manufacturer's requirements for minimum 20-year guarantee. Use compatible materials. All low-sloped roofs shall have a reflective coating (or use a light-colored roofing material which shall be kept clean and in good repair to maintain its effectiveness. Design roof with positive slope; control run-off with adequately sized rainwater leaders and storm water system. Protect all openings against water infiltration with curbs, minimum of 6" high. Control runoff away from sidewalks and entries.

1.2 EXISTING ROOFING

Provide roof assemblies in good repair, free of leaks and prolonged standing water (longer than 48 hours). Control runoff away from sidewalks and entries.

07 90 00 JOINT PROTECTION

07 91 00 PREFORMED JOINT SEALS; 07 92 00 JOINT SEALANTS

1.1 All interior sealants, adhesives and compound products used shall be non-toxic, low-odor and solvent-free, and shall be antimicrobial with no hazardous vapors and containing no carcinogenic materials. All exterior sealants shall be as recommended by the manufacturer for substrate compatibility. Provide all necessary items required for complete sealant installation.

END OF DIVISION 07 00 00

08 00 00 OPENINGS

08 10 00 DOORS AND FRAMES

1.1 GENERAL

Provide commercial-grade products. Replace all warped doors. Replace any existing door that cannot be restored to like-new condition. All replacement doors to match existing.

08 11 00 METAL DOORS AND FRAMES

1.1 SIZE AND CONSTRUCTION (EXTERIOR)

Unless otherwise specified doors shall be 3'-0" minimum width, 7'-0" high or match existing, 1- $\frac{3}{4}$ " thick flush, 18 gauge minimum, galvanized and insulated. Frames shall be galvanized, welded, insulated, weather stripped, 16 gauge minimum, and reinforced for hardware.

1.2 SIZE AND CONSTRUCTION (INTERIOR)

Unless otherwise specified doors shall be 3'-0" minimum width, 7'-0" high or match existing, 1- $\frac{3}{4}$ " thick, 18 gauge minimum. Frames shall be hollow metal, welded or knockdown frames, 16 gauge minimum, reinforced for hardware.

1.3 INSTALLATION

Coordinate all door installation, magnetic hold-opens and electric locking requirements with the door frame supplier and the building security and access systems vendors.

08 14 00 WOOD DOORS

1.1 SIZE AND CONSTRUCTION

Unless otherwise specified doors shall be 3'-0" minimum width, 7'-0" high or match existing. All wood doors shall be hardwood veneer (North American Trees), 1- $\frac{3}{4}$ " thick solid-core. Exterior doors shall be sealed against water penetration.

1.2 FRAMES

Interior frames shall be softwood, hardwood, aluminum, or hollow metal (see Section 08 11 00), as specified in RES approved drawings. If not directly addressed in the RES approved drawings, the Lessor may select the type of frame.

1.3 INSTALLATION

Coordinate all door installation, magnetic hold-opens and electric locking requirements with the door frame supplier and the building security and access systems vendors.

08 30 00 SPECIALTY DOORS AND FRAMES

1.1 DESCRIPTION OF THE WORK

Provide structural enhancements as required or as recommended by door manufacturer to allow proper operation and to prevent sag. Sound attenuation integrity shall extend above ceiling as required to maintain the minimum STC rating from room to room, floor to ceiling, and wall to wall.

1.2 DOOR TYPES AND CONSTRUCTION

1.3 ACOUSTIC OPERABLE PANEL WALLS

Provide STC 44 minimum. Modernfold "Acousti-Seal," "Spacesaver," or Panelfold "Series 4800," or approved equal. Provide integral access door when required by code or as shown on the approved drawing. Coordinate location with RES Design Professional.

ACOUSTIC ACCORDION PARTITIONS

Provide STC 39 minimum; Modernfold "Audio-Wall," or approved equal.

08 40 00 ENTRANCES, STOREFRONTS, AND CURTAIN WALLS

08 43 13 ALUMINUM FRAMED STOREFRONTS

1.1 DESCRIPTION OF THE WORK

Provide thermally-broken commercial-quality aluminum storefronts and all appropriate accessories constituting a complete assembly. Construction shall be compatible with power operators. Where applicable, modify existing storefront doors and frames as required to accommodate specific requirements for Tenant security and access systems. See Section 08 80 00 for glazing requirements.

1.2 SIZE, COMPONENTS AND CONSTRUCTION

DOORS

Unless otherwise specified doors shall be a minimum of 3'-0" wide and 7'-0" high, or match existing, head and jamb stiles designed to receive insulated tempered glass and accommodate power operators as required.

WINDOWS

Window frames shall match door frames, heads mounted at the same level as adjacent door head heights, unless specifically noted otherwise.

1.3 MANUFACTURERS

Kawneer Company, Inc., or approved equal.

Horton Series 2000 linear drive sliding door, or approved equal.

08 50 00 WINDOWS

1.1 WALL RELITES

Frames shall match door frames, heads mounted at the same level as adjacent door head heights, unless specifically noted otherwise; non-standard sizes will be shown on the drawings. Provide fire-rated assemblies and/or safety glazing where required by code.

1.2 DOOR RELITES

Frames shall complement door frames, unless specifically noted otherwise; non-standard sizes will be shown on the drawings. Provide fire-rated assemblies and/or safety glazing where required by code.

08 70 00 HARDWARE

1.1 GENERAL REQUIREMENTS

Provide a Certified Professional Locksmith (CPL) or Architectural Hardware Consultant (AHC) to work with the RES Design Professional to oversee the coordination of all hardware applications. Provide manufacturer's heavy-duty commercial-grade hardware per schedule. Each kind of hardware (locksets, closers, hinges, etc.) shall be obtained solely from one manufacturer.

1.2 KEYING

Key all locks for specified function, operation and security. Provide construction keying to master system. Hardware supplier shall provide construction keys to contractor. Coordinate master keying system with Lessee and CPL or AHC to comply with Lessee requirement. Hardware supplier shall provide 4 sets of permanent keys to the Lessee.

1.3 BASIC HARDWARE

STANDARD DOOR HARDWARE SET (RE: SECTION B3.14)

(2) 1-1/2" BALL BEARING HINGES FOR INTERIOR OFFICE DOORS LESS THAN 7'-0"

(1) LEVER HANDLE PASSAGE SET (CYLINDER)

(1) WALL STOP

(3) SILENCERS (OR SMOKE SEAL/WEATHERSTRIP AS SPECIFIED)

1.4 HARDWARE SPECIAL REQUIREMENTS

LOCKSETS AND LATCHES

All locks and passages shall be equipped with lever hardware, except at mechanical, electrical, telephone, and janitor's rooms, where knurled knobs are acceptable. Provide interchangeable core, heavy-duty commercial, cylindrical type. Corbin-Russwin, Schlage Series ND, or equal.

HINGES

Provide ball-bearing hinges throughout. McKinney or equal. For exterior applications, all hinges to be non-ferrous hinges and pins utilizing non-removable pins where applicable.

CLOSERS

All closers shall be adjustable. Door opening force shall be adjusted per IBC. Spring hinge used as closer is not acceptable. Provide cold-weather fluid in exterior door closers where temperatures regularly drop below freezing. If exterior door does not remain closed in windy weather when closer is adjusted to code pressure, then the Lessor shall provide automatic door openers or an enclosed entry vestibule. Provide closers where called for in the door schedule, or where required by code. LCN or approved equal.

SILENCERS

Provide silencers on each door except where smoke seal or weather stripping is installed.

STOPS

Overhead stop to be concealed, Glynn Johnson 320/330 series or equal. Wall stop to be Glynn Johnson WB50 or equal. Floor stops unacceptable unless approved in writing by RES Design Professional. Provide Provide solid blocking for all wall stops. Closer used as stop is not acceptable.

KICKPLATES

Provide door width appropriate 12" high kickplates, stainless steel, or 1/8" impact-resistant plastic, unless noted otherwise. Provide kickplates on push side of doors unless noted otherwise on the plans. Provide kickplates on all restroom, janitor, stair, entrance and exit/pathway doors, and where called for in the door schedule.

WEATHERSTRIPPING/THRESHOLDS

Weatherstrip all exterior doors with continuous vinyl at head and jambs, and door bottom weatherstripping to achieve highest protection against weather infiltration. Provide beveled, 1/2" maximum rise threshold meeting accessibility requirements at all public entrances and accessible routes.

08 71 00 ACCESS CONTROL HARDWARE**CYPHER LOCKS**

Cypher locks shall be 9-number minimum, mechanical or electronic push-button code access system. Lock shall have changeable code capacity and be capable of remaining continuously unlocked (at Tenant discretion) during business hours. Simplex or equal.

AUTOMATIC OPERATORS

When noted in the door schedule, provide an automatic operator that is actuated by a push-button or plate, and manually operable for other pedestrian traffic. Alternately, infrared sensors may be provided if appropriate for special design applications and approved by the RES Design

Professional. Provide a complete system for full operation, including field-adjustable variable time delay, opening and closing speed, control switching for security access system and locking, all appropriate connections, and complying with all accessibility requirements.

CARD KEY, DIGITAL KEYPAD, AND PROXIMITY READER SYSTEMS

When noted in the door schedule, provide a fully functional system providing access security control, complete with all components including, but not limited to, panels, door strikes, locks, buttons, readers, contacts, connections, switching, control mechanisms, and operating cards (if applicable). Verify the desired operational parameters with the RES Design Professional and Lessee, and interface all construction disciplines as appropriate. (Reference New Space Addendum section 3.11 if applicable.)

FINISH

Provide hardware with matching finishes. Match new hardware finish to remaining existing hardware. For new construction, unless noted otherwise, provide BHMA 612(US10) or 630 (US32D), or as approved by the RES Design Professional.

08 80 00 GLAZING

1.1 DESCRIPTION OF WORK AND PRODUCT QUALITY

All new exterior glazing shall meet current Washington State Energy Code requirements.

Interior glazing shall be as shown on the approved plans or in accordance with applicable codes. All window sills shall be finished with plastic laminate or other approved water-resistant material.

1.2 EXTERIOR WINDOWS & SKYLIGHTS

Provide insulated glazing manufactured and installed in appropriate frames such that the assembly resists air and moisture leaks and interior condensation. For new construction, provide thermally broken commercial frames.

END OF DIVISION 08 00 00

09 00 00 FINISHES

FINISH SCHEDULE (unless noted otherwise on plans or in Addendum)

1.1 FLOORS AND BASE

OFFICES (AND SPACES NOT LISTED BELOW)

Carpet tile and base.

RESTROOMS, SHOWER ROOMS

Slip-resistant, unglazed porcelain or ceramic tile. Sheet vinyl optional for leases not exceeding 5,000 square feet. All flooring material shall have matching cove base extending upward onto the adjacent wall at least 5".

SHOWER STALLS

Slip-resistant, unglazed porcelain ceramic tile, unless a prefabricated fiberglass pan or stall has been approved. Configuration must meet ADA requirements.

BREAK ROOMS, LUNCH ROOMS AND COFFEE BARS

Vinyl composition tile, LVT or sheet vinyl. For coffee bars, install full length of counter, including adjacent space for refrigerators, and minimum 24" out from face of base cabinet, unless shown otherwise on drawings. Provide base below cabinets to coordinate with adjacent finishes.

MECHANICAL, ELECTRICAL, VOICE/DATA DISTRIBUTION, COPY, AND JANITOR ROOMS

Vinyl composition tile and base, unless noted otherwise in the RES approved drawings.

VESTIBULES AND ENTRIES

Woven polypropylene, with base, or as shown on the plans.

1.2 WALLS

OFFICES (AND SPACES NOT OTHERWISE INDICATED)

Gypsum wallboard; match adjacent wall texture (existing construction); provide light orange peel texture in new construction; satin or eggshell sheen paint. Provide Level III (minimum) finish.

DRINKING FOUNTAINS

Plastic laminate on adjacent walls to 48" high above finished floor, with continuous metal or matching plastic edges. Extend 18" minimum on each side of fountain. Configuration must meet ADA.

RESTROOMS, SHOWER ROOMS

Ceramic tile wainscot to the height of toilet partitions or 72" above finish floor (AFF) minimum on all walls; gypsum wallboard with semi-gloss enamel above. For leased spaces under 5,000 square feet, FRP wainscot (all walls) and sheet vinyl floors with integral base may be substituted in lieu of ceramic tile.

SHOWER STALLS

Full-height ceramic tile, unless prefabricated fiberglass enclosure has been approved.

JANITOR ROOMS AND MOP SINKS

Gypsum wallboard, with plastic laminate wainscot, Kydex Panels, Marlite FRP or equivalent to 48" high minimum above finished floor at mop sink. Extend 18" minimum on each side of sink.

1.3 CEILINGS

OFFICE AREAS AND CONFERENCE ROOMS

Acoustical tile suspended ceiling system. Office ceiling height 9'-0" minimum in all areas unless otherwise indicated. Provide 10'-0" minimum ceiling height for large open areas where the minimum room width exceeds 30'.

RESTROOMS

Provide gypsum wallboard with semi-gloss paint. Ceiling height shall be 7'-6" minimum, 8'-0" preferred.

SHOWER ROOMS

Provide gypsum wallboard with epoxy coating.

MECHANICAL, VOICE/DATA DISTRIBUTION, AND ELECTRICAL ROOM

Ceiling tile gridded ceilings are required in these room types. In lieu of ceiling tile, rooms may have floor to structure above partitions (open ceiling).

JANITOR ROOMS

Hard ceilings are required in these room types. In lieu of hard ceilings, rooms may have floor to structure above partitions (open ceiling).

09 20 00 PLASTER AND GYPSUM BOARD

09 21 00 PLASTER AND GYPSUM BOARD ASSEMBLIES

1.1 GYPSUM WALLBOARD

Provide 5/8" thick, type "X" for all dry areas, unless otherwise indicated. Install water-resistant 5/8" thick, type "X" for all toilet rooms, and similar wet areas (see Section 09 28 13 for ceramic tile applications). Screw-attach wallboard into metal studs or kiln dried wood studs. Maintain fire-resistant rating of wall/ceiling assemblies at openings. Provide galvanized metal, or plastic cornerbead and edge trim. Tape and mud joints (two coats minimum). For existing facilities, match existing adjacent wall texture.

09 22 00 SUPPORTS FOR PLASTER AND GYPSUM BOARD

For non-loadbearing walls and hard ceilings, provide wood or light gauge steel framing. For light gauge steel framing, comply with drywall manufacturer's recommendations.

Provide studs spaced at 16" on-center minimum for light gauge steel framing or 24" maximum for wood studs. Install supplementary framing, blocking and bracing at terminations in the work and for support of fixtures, equipment services, heavy trim, door stops, grab bars, toilet accessories, furnishings, adjustable shelves, chair rails, and similar construction, sized to carry weight or loading to meet all requirements for items supported.

Provide finished trim or smooth appearance where top of wall meets underside of suspended ceiling. Minimize the gap and provide "J" or "L" metal trim between top of wall and ceiling. Provide bracing to the above-ceiling support structure over doors and elsewhere as required by the building code. Frame around ducts penetrating walls to provide support for gypsum wallboard.

09 28 00 BACKING BOARDS AND UDERLAYMENTS

09 28 13 CEMENTITIOUS BACKING BOARDS

Provide Tile Council of North America (TCNA)-approved tile backer-board behind all ceramic tile applications in all wet areas: USG Durock™ or equal. Install with corrosion resistant fasteners. (See also Section 10 28 19). Install per TCNA installation recommendations.

09 30 00 TILING

09 30 13 CERAMIC TILING

1.1 DESCRIPTION OF WORK

Provide glazed ceramic tile wainscots and slip-resistant porcelain ceramic tile floors. Provide bullnosed edges or extruded aluminum transition accessories at all terminations and/or transitions to other materials, and preformed inside/outside pieces at wall corners and base. Completely seal all ceramic tile applications after installation. Provide grouting, cleaning and sealing in accordance with the tile and grout manufacturer's recommendations.

09 50 00 CEILINGS

09 51 00 ACOUSTICAL CEILINGS

1.1 DESCRIPTION OF WORK

Provide all items required for complete installation of ceiling system, including wall moldings, anchors, accessories, fasteners, etc., required by conditions of installation and/or applicable codes.

NON-FIRE-RATED TILE

Ceiling Attenuation Class (CAC, formerly STC) minimum range 35 - 39, NRC minimum range .65 - .75. Tile with lower CAC and NRC values than those specified is not acceptable. Provide in all areas except as otherwise indicated on the drawings or specifications, or as required by code. Armstrong Fine Fissured, USG Glacier, Omni or equal. Provide humidity-resistant tiles in "wet" and exterior areas.

FIRE-RATED TILE

CAC minimum range 35 - 39, NRC minimum range .60 - .70. Tile with lower CAC and NRC values is not acceptable. Install tile in accordance with tile manufacturer's requirements, all in the same direction. Provide in all areas as required. Armstrong Fine Fissured USG Glacier, Fissured, Omni or equal.

09 53 00 ACOUSTICAL CEILING SUSPENSION ASSEMBLIES

Provide rust-resistant exposed grid system for lay-in acoustical tile, fire-rated where required. Installation typical in all areas except as noted. Grid shall match acoustic tile background, white color or as specified. In no case shall the grid be attached to the mechanical ductwork. Provide seismic bracing and support as required by the building code. Provide humidity-resistant grid system for "wet" areas and laboratories.

For repair/restoration of existing grids that are discolored or rusted, provide GridMAX by Acoustic Ceiling Products, or approved equal, throughout the entire affected space.

09 60 00 FLOORING

09 65 00 RESILIENT FLOORING

1.1 DESCRIPTION OF WORK

Provide resilient flooring as shown and specified. Provide materials and items as required for complete installation of products, including fasteners, anchors, and other necessary accessories. Prepare substrate(s) per manufacturer's directions.

1.2 FINISH CONDITION

All resilient flooring areas shall be cleaned and finished according to manufacturer's recommendations just prior to Tenant occupancy.

09 65 13 RESILIENT BASE

All topset cove base shall be from continuous rolls, rubber/vinyl mix, uniform color full thickness, Johnsonite or Roppe 700 series, or approved equal. All joints to be tight-buttet and sealed. 5/8" standard toe base. Provide job-formed corners from continuous rolls.

Provide vinyl or metal transition strips at floor material transitions. Finished transitions greater than 1/4" high shall be beveled or ramped per accessibility requirements.

09 65 16 VINYL SHEET FLOORING

Commercial-grade, .085" thick, .050" wear surface, Mannington Magna, Armstrong Corlon or equal. All sheet vinyl seams shall be welded in compliance with manufacturer's recommendations.

09 65 19 RESILIENT TILE FLOORING

Luxury Solid Vinyl Tile (LVT or LVP), conforming to ASTM F 1700, Class III, Types A (smooth) or B (embossed surface). Glue-down applied, 0.10" (2.5mm) thick, with 20 mil (0.5mm) wear layer. Armstrong - Natural Creations, Mannington - Nature's Paths, Mohawk - Global Entry, or equal. 15 year minimum warranty.

09 65 19.19 VINYL COMPOSITION TILE FLOORING

Minimum 12" x 12" x 1/8" thick, Mannington, Armstrong, Azrock, Tarket, or approved equal.

For slip-resistant flooring use Armstrong Stepmaster or Mannington Assurance Tile (18" x 18") or equal where slip-resistance is noted on drawings.

09 68 00 CARPETING

1.1 DESCRIPTION OF WORK

Provide preparation, substrates, and any materials required (adhesives, floor sealers, fillers, leveling compounds, seaming tapes etc.) for complete installation of carpet. Installation and products shall be per manufacturer's recommendation.

1.2 PRODUCT QUALITY

All carpet shall be from the same dye lot. Products utilizing olefin or polyester nylons are unacceptable. All carpet products shall consist of recycled content and be 100% recyclable (reference A5.6 if included in attached addendum), and shall bear the CRI Green Label Plus approval as well as a CRI Green Label Plus Indoor Air Quality Control Category & Registration Number.

09 68 13 TILE CARPETING

1.1 PRODUCTS

CARPET TILE

TYPE: Level or textured loop

TILE SIZES: per Manufacturer

YARN TYPE: 100% type 6 Nylon or type 6.6 Nylon (see MR Rating)

MODIFICATION RATIO (mr): 2 or lower

DYE METHOD: Minimum 70% Solution-dyed / Maximum 30% Yarn-dyed

FIBER AND BACKING WEAR WARRANTY: 15 years

PILE WEIGHT: 17 oz. minimum

PILE DENSITY: Minimum \pm 6,000-7,000 Moderate to Heavy Traffic (Pile thickness: ASTM D6859 or ASTM D7241 test method)

GAUGE: 1/10 minimum

STITCHES: 6.33 per inch

TUFT DENSITY: 63.3 tufts per square inch minimum

PRIMARY BACK: Polypropylene

SECONDARY BACK: Vinyl, with reinforced fiberglass scrim & integral moisture barrier

SECONDARY BACK WARRANTY: "Non-prorated Lifetime Warranty" - delamination, expanding, shrinking, cupping, and doming.

DIMENSIONAL STABILITY: Pass (AACHEN test)

NYLON TREATMENTS: Test result of 6 or less (AATCC TM175)

RESISTANCE TO DELAMINATION: Minimum 4lb/inch force, no delamination (ASTM D3936)

TUFT BIND: Must resist a minimum of 10 lb force (ASTM D1335)

MOISTURE IMPACT TEST: 10,000 cycles. All product shall pass the British Spill Test and Moisture Impact Test: 5,000 impacts at 1-psi. No penetration on backing. Products will include a permanent moisture barrier; insuring moisture cannot penetrate into the backing and subfloor.

METHENAMINE PILL TEST: Pass (ASTM D-2859)

FLAMMABILITY: Exceeds ASTM E-648 and passes DOC FF#1-70

FLOORING RADIANT PANEL TEST: Class I (Direct Glue) (ASTM E-648)

N.B.S. SMOKE CHAMBER TEST: <450 or less (ASTM E-662)

ELECTROSTATIC PROPENSITY TEST: <3.0 KV (AATCC 134)

TEXTURE APPEARANCE RETENTION RATING (TARR): Minimum 3.5 or greater 3rd party, independent tested (ATMS D5417 or ASTM D5252)

VOC EMISSIONS (per ASTM D5116): CRI green label plus certification number

1.2 ADHESIVES AND FLOOR PRIMERS

Provide non-VOC adhesives and floor primers as recommended by carpet manufacturer and as certified non-VOC by the CRI Indoor Air Quality Adhesive Testing Program.

1.3 PREPARATION

Areas to receive carpet shall be clean, dry and dust-free. Concrete subfloor moisture and heat requirements for subfloor / installation areas shall be in accordance with manufacturer's written instructions. Fill all depressions, cracks and irregularities with non-VOC Portland-based cement compound with latex binders (Ardex, Mapei, or equal), unless specifically prohibited by manufacturer, and grind all ridges and high spots smooth, to achieve a level subfloor throughout. Proceeding with carpet installation constitutes installer's acceptance of the responsibility for correction of unacceptable work due to floor conditions.

1.4 INSTALLATION

Strictly adhere to carpet manufacturer's written floor preparation and installation instructions, as well as CRI Commercial Installation Standard 104 as pertains to project scope. Manufacturer's instructions shall take precedence over CRI 104. Bind edges at floor access panels. Installation of carpet tiles should utilize the "Lift" method for work in occupied spaces.

1.5 FINISH CONDITION

During construction, protect the carpet according to manufacturer's recommendations. Just prior to Tenant occupancy, remove all debris from floors, clean carpet to appropriately eradicate all spots, dirt or adhesive, and make repairs to appropriately eliminate tears, frays, pulled tufts and stains.

1.6 WARRANTY

Provide full product and installation-labor warranty at a minimum for the term of the Lease. Warrant against failure, including loss of adhesion, improper site preparation, and poor workmanship.

09 80 00 ACOUSTIC TREATMENT

09 81 00 ACOUSTIC INSULATION

Provide full-coverage sound attenuation batts in all walls specified to receive them. Walls must be sealed for tight fit at base, ceiling and/or structure. Seal may be sill insulation, acoustic caulk, or other approved method. Provide continuous batt insulation 2' on each side of the wall above the ceiling. The assembly rating of such systems shall achieve and maintain a value of STC 45 minimum, or as noted on drawings. Submit proposed sound wall design and technical data to the RES Design Professional for review.

09 90 00 PAINTING AND COATING

09 91 00 PAINTING

1.1 DESCRIPTION OF WORK

"Paint", as herein defined, means all coating systems materials. Work includes preparation and finishing of all interior and exterior surfaces that are a part of this project. Work shall include adjacent existing surfaces that are disturbed as a result of this work. Work excluded shall be that which is normally excluded such as operating parts and code-required labels.

1.2 MATERIALS

Provide solvent-free, non-VOC paint products.

1.3 PAINTING SCHEDULE

GYPSUM WALLBOARD

Typical: 1 coat primer/sealer, 2 coats eggshell or satin paint.

Toilet rooms: 1 coat primer/sealer, 2 coats semi-gloss paint.

Shower rooms: 1 coat primer/sealer, 2 coats semi-gloss epoxy paint.

CLEAR FINISHES

Finish hardwood veneer doors and wood frames with 1 coat of stain, 2 coats of semi-gloss finish on all surfaces or manufacturers pre-finished doors.

PAINTED METAL

Paint primed hollow metal doors, frames and other prefinished ferrous metals with 2 coats of semi-gloss enamel.

UNPAINTED FERROUS METAL

Prime with one coat rust-inhibiting primer and finish with 2 coats of semi-gloss enamel.

END OF DIVISION 09 00 00

10 00 00 SPECIALTIES

10 10 00 INFORMATION SPECIALTIES

10 14 00 SIGNAGE

1.1 SITE / BUILDING / TENANT IDENTIFICATION SIGNS

If the State agency occupies a multi-tenanted building, and the building's site sign accommodates individual tenant identification, provide agency identification on the site sign (unless waived by tenant). If the State occupies 100% of a building, provide state tenant identification on the site sign (unless waived by tenant).

If the building does not have a site sign, then provide state tenant identification on a building-mounted sign either on the exterior wall or on the windows nearest the main entry, with the design consistent with other tenant signs.

1.2 ENTRANCE DOOR SIGN

Provide a tenant identification sign located either on the glazing nearest the main entry door, on the wall nearest the main entry, or as otherwise approved by the state tenant. Provide contrasting color, white, or black vinyl, Helvetica, medium style letters, unless approved otherwise by the state tenant.

1.3 BUILDING DIRECTORIES

If the building is occupied by multiple tenants or by more than one state tenant, the Lessor shall provide a building directory located prominently in the building's main entry lobby or where most appropriate for high public visibility.

1.4 ACCESSIBILITY SIGNAGE

Provide visible and tactile international symbol of access signs, including Braille, as required by code. One sign that includes both "Men" and "Women" may be provided at unisex rooms.

1.5 ROOM SIGNS

Provide 1/8"-thick plastic sign at each room requiring identification. At all assembly occupancies (conference, training, interview and hearing rooms, etc.), as part of the room identification sign, provide a slide frame designating either "vacant" or "occupied" at the Tenant's discretion. Provide similar slide frame at all private offices to accommodate tenant-provided insert. Mount frames using double-backed foam tape. Coordinate signage location and appropriate room identification system with the Lessee and the RES Design Professional prior to fabrication. Verify with the Lessee the exact wording to be used on all signs.

10 20 00 INTERIOR SPECIALTIES

10 21 00 COMPARTMENTS AND CUBICLES

10 21 13 TOILET COMPARTMENTS

1.1 TOILET PARTITIONS AND URINAL SCREENS

Provide ceiling-mounted toilet partitions and wall-mounted urinal screens in all restrooms in the configuration shown on the approved drawing. Comply with all accessibility requirements for accessible stalls. Partitions and screens shall be phenolic resin, plastic laminate or painted steel, with steel core pilasters, stainless steel fittings, and door returns to preset positions. All brackets to have solid blocking for anchorage. Manufacturers: Bobrick, AAMCO, METPAR or equal.

In multi-stall configurations, provide a continuous stiffener bar or brace mounted at approximately 6'-6" AFF on the back side of each of the toilet partition ceiling-mounted support pilasters (on the stall side) and extending the full length of the stalls.

10 26 00 WALL AND DOOR PROTECTION

10 26 13 CORNER GUARDS

Provide screw-mounted clear plastic corner guards, minimum of 1" legs, mounted from the top of the rubber base to approximately 48" AFF.

10 28 00 TOILET, BATH AND LAUNDRY ACCESSORIES

1.1 DESCRIPTION OF WORK

Provide vandal-resistant, commercial-grade toilet room accessories, Bobrick or approved equal. Basic Requirements include: all toilet fixtures (see Section 22 22 40 00), privacy partitions and screens (see Section 10 21 13), drop in sinks, toilet paper dispensers, toilet seat cover dispensers, sanitary napkin disposal units, utility shelf, soap dispensers, towel dispensers (or hand dryers), grab bars, waste receptacles, mirrors, and 1 coat hook in each stall. Coordinate project requirements with vendor-supplied accessories.

1.2 TOILET PAPER DISPENSERS

Provide 1 for each stall, 2-roll type.

1.3 TOILET SEAT COVER DISPENSERS

Provide 1 for each toilet stall. Wall-mount above or adjacent to toilet.

1.4 SANITARY NAPKIN DISPOSALS

Provide 1 for each Women's restroom stall.

1.5 UTILITY SHELF

Provide 1 for each restroom stall, minimum 8" wide spring-operated pull-down shelf.

1.6 SOAP DISPENSERS

Provide 1 for each lavatory, 1 for each shower, and 1 for each coffee bar and lunchroom counter.

1.7 PAPER TOWEL DISPENSERS

Provide 1 for each 2 lavatories, and 1 for each coffee bar and lunchroom counter.

Electric hand dryers are an acceptable substitute in restrooms.

1.8 WASTE RECEPTACLES

Provide minimum of 1 receptacle for each restroom.

1.9 MIRRORS

Provide 1 for each lavatory, or a full-width mirror to accommodate all lavatories. Plate glass with stainless steel trim, 24" x 36" minimum individual size, with stainless steel shelf.

1.10 GRAB BARS

Provide stainless steel, 1½" diameter vertical and horizontal bars for each accessible toilet stall and each shower enclosures per applicable code requirements.

1.11 BABY CHANGING STATION

Provide 1 in each public restroom, located where shown on the drawings. Koala Bear Kare Baby Changing Station, as manufactured by JBJ Industries, Inc., or approved equal.

10 28 19 TUB AND SHOWER ENCLOSURES

1.1 GENERAL

Where indicated on the drawings, provide either an ADA acceptable fiberglass shower stall or a ceramic tile-lined shower enclosure, complete with all fixtures including fold-down seat and grab bars. Provide stainless steel shower curtain rod and 2 clothes hooks for each shower. See also Sections 09 30 13 & 22 44 00.

10 70 00 EXTERIOR SPECIALTIES

10 75 00 FLAGPOLES

10 75 16 GROUND –SET FLAGPOLES

1.1 DESCRIPTION OF WORK

Provide 30' aluminum flagpole, complete with fittings and lockable halyard control, Concord Industries, Inc. or equal. Illuminate flagpole with photocell switch-controlled light fixture. Locate flagpole and light fixture as shown on the drawings, or as approved on-site by RES Design Professional and the Lessee. Provide all appropriate support and foundation as recommended by the flagpole manufacturer.

END OF DIVISION 10 00 00

11 00 00 EQUIPMENT

1.1 GENERAL

Lessor shall provide the complete installation and maintenance of all code-required and project-specific equipment and systems, including central monitoring service, whether noted on the approved drawings or not, and ensure their proper operation.

11 80 00 FACILITY MAINTENANCE AND OPERATION EQUIPMENT

11 82 00 FACILITY SOLID WASTE HANDLING EQUIPMENT

1.1 GENERAL

Provide a refuse receptacle, location and size as recommended by local governing utility. Provide a level, concrete-paved surface with unrestricted access for garbage trucks, and locate on-site to be efficiently and safely accessible to the building tenants. Provide a 6'-0" high screened enclosure or similar visual barrier surrounding the refuse receptacle pad.

END OF DIVISION 11 00 00

12 00 00 FURNISHINGS

12 20 00 WINDOW TREATMENTS

1.1 SUMMARY OF WORK

All new window coverings shall be horizontal aluminum mini-blinds as a basic requirement, unless building standard or existing window treatments are accepted by the RES Design Professional, or other treatments are specified by the state tenant.

1.2 WINDOW BLINDS

Provide horizontal, adjustable, 1" aluminum miniblinds with manufacturer's factory finish; include integrated head rail, concealed mounting brackets and tilt wand. Alternatively, provide perforated and/or solid roller shades as indicated on the drawings. Manufacturer shall be Levolor or approved equal. Mount to provide coverage the full width and height of the affected window, and securely anchor the assembly at the window head. Perforated blinds shall be 13% open.

END OF DIVISION 12 00 00

22 00 00 PLUMBING

22 10 00 PLUMBING PIPING

1.1 SUMMARY OF WORK

All valves and piping shall be recessed, except clean-outs and flush valves. Provide access panels for individual valves as required for service and maintenance. Clean-outs shall be flush with adjacent wall or floor surfaces. Installation shall include stop valves on water supply lines to permit repair without shutting off main building supply lines. Building and tenant water supply shut-off valve shall be easily accessible and well-marked.

22 30 00 PLUMBING EQUIPMENT

1.1 INSTANT HOT WATER DISPENSER

Provide an ADA compliant instant hot water dispenser.

1.2 WATER HEATER

Provide an energy efficient water heater (or an “on-demand” unit), quick-recovery type, with an energy factor of at least 0.95. Provide the most efficient service location, sized in accordance with area and use of the building. Provide a circulation pump with 7-day programmable electronic timer with battery back-up, or additional water heaters where hot water delivery to fixtures exceeds 10 seconds. Provide 120° temperature water. Provide anti-scalding fixtures where required. Water heater shall be sized to accommodate all hot water connections within tenant spaces. Shell building water heater may be utilized for tenant spaces if capacity meets the above requirements.

1.3 PIPE INSULATION

Piping shall be thermally insulated in accordance with the State Building Code.

22 40 00 PLUMBING FIXTURES

1.1 SUMMARY OF WORK & PRODUCT QUALITY

Provide top-quality commercial-grade plumbing fixtures, including all associated trim and accessories, American Standard, Kohler, or equal. Provide low-flow water closets, urinals (or waterless urinals), and lavatories using commercial-grade carriers and flush valves. Provide floor-mounted water closets in all accessible stalls. Tank-type water closets may be acceptable at leased spaces less than 3000 square feet, or as approved in writing for the project by the RES Design Professional. Flush valves for toilets and urinals in new construction shall be infrared-activated valves. Lavatories shall also have infrared-activated or pushbutton (with automatic shutoff) faucets, and shall be provided with tempered water.

Flush water systems just prior to tenant occupancy and provide a letter of certification that the domestic water lines are clean, disinfected, and that the drinking water is potable and free of objectionable odor and taste.

Lessor shall provide and maintain hot and cold bottled drinking water dispensers on every floor if testing and treatment of on-site water does not meet potable drinking water standards.

1.2 FLOOR DRAINS

Provide self-priming floor drains with traps, 1 minimum in each restroom. Install flush with finished floor. Slope the floor within a 2' radius of the drain to effect positive drainage into the drain. Provide adjustable brass cover grille.

1.3 COFFEE BAR SINKS

Provide 1 self-rimming accessible stainless steel sink, minimum 15" wide, with accessible swivel gooseneck faucet and controls, as well as an ADA complaint instant hot water dispenser at each coffee bar (see Section 22 30 00).

1.4 LUNCHROOM SINKS

Provide 1 self-rimming accessible stainless steel sink, minimum 30" wide, with accessible swivel gooseneck faucet and controls, and an ADA compliant instant hot water dispenser at each lunchroom counter (see Section 22 30 00).

1.5 BATHROOM SINKS

Single wall mounted lavatory sink shall be American Standard, Koehler, Todo, or approved equal. Counter mounted, self-rimming sinks are also acceptable provided they use the above or equal manufacturers.

1.6 MOP SINKS

Provide 24" x 36" one-piece molded construction, floor-type mop sink. Locate where shown on the drawings.

1.7 SHOWERS

Provide showers where shown on drawings. Provide an adequate supply of tempered water (see Section 22 30 00, 1.2), and a floor drain at the drying area. Showers shall be equipped with low-flow heads.

1.8 DRINKING FOUNTAINS

Provide accessible, high-low, wall-mounted, refrigerated bottle fillers in addition to drinking fountains as required by the Building and Plumbing Code.

END OF DIVISION 22 00 00

23 00 00 HEATING VENTILATION AND AIR CONDITIONING (HVAC)

1.1 SYSTEM DESIGN, SUPERVISION AND CERTIFICATION

HVAC systems for all new office space, and remodels affecting over 3,000 square feet of State-leased space, shall have design work accomplished under the supervision of a licensed mechanical engineer.

The Lessor's engineer shall be responsible for system design, construction observation, and certification of the completed system. All projects shall meet or exceed State requirements including but not limited to the WSEC, and International Mechanical Code (IMC). The State reserves the right to hire an independent mechanical consultant to review the design and installation of the HVAC system. Modifications or changes resulting from that review required to achieve compliance with Leased Space Requirements shall be accomplished at no additional cost to the State.

For projects 5,000 SF or greater, provide a general narrative of the proposed mechanical system immediately following receipt of a letter of intent to lease. Include the following information:

- (1) Air Flow Delivery Concept: Constant Volume, Variable Air Volume (VAV), Variable Volume & Temperature (VVT), etc.
 - a. For VAV systems, series fan-powered, pressure-independent terminal units shall be used. Deviations must be approved in writing. Indicate if they will use Permanent Split Capacitor (PSC) or Electronically Commutated (ECM) motors. Indicate if/which terminal units will receive re-heat, and what the re-heat source will be (electric, hot water, etc.) Indicate if plenum or ducted return is proposed.
 - b. For VVT systems, where practical and where structure and ceiling space allow, avoid combining different exposures (north, south, east, and west) on the same unit, and avoid combining interior spaces with exterior exposures on the same unit. Avoid using VVT air handlers above 20.0 tons. All units 5.0 tons and greater must have motorized bypass. All packaged VVT air handlers with economizers must include power exhaust.
- (2) Zoning. Provide a proposed zoning map or description. If zoning is accomplished with terminal units, indicate which zone terminal units will be grouped with which central unit. This can be a highlighted floor plan with notes indicating which zone is served by which central unit.
- (3) Equipment Type. Indicate the HVAC equipment type (high performance, packaged, split system, air source, water source, gas-fired heat, DX cool, chiller, boiler, refrigerant types, supplemental heat source, etc.) Electric heat shall not be used, except as supplemental heat.
- (4) Provide DOAS (Dedicated Outdoor Air Systems) where required by Washington State Energy Code.
- (5) Equipment Features. Describe equipment features such as: tonnage, number of stages of control or modulating control – indicate for both heating and cooling, variable frequency drives, economizers, heat recovery, vibration isolation devices/techniques.
- (6) Equipment Location. Indicate the proposed location of all key HVAC equipment (roof, indoor, pad-mounted, etc.).
- (7) Filtration. Indicate the proposed level of filtration on each central unit, and all fan-powered terminal units.
- (8) Controls. Indicate if the controls are to be networked or standalone. If they are networked, state if the controls interface is to be graphical or text-based, and if there will be remote communication. Indicate if exhaust fans, pumps or other building systems will be controlled

(indoor lighting, parking lights, etc.) Projects that require an Energy Management System / Direct Digital Control (EMS/DDC) system shall have a computer-based front end with graphical interface.

Upon agreement of the initial system concept, the design shall be completed and submitted to the State for coordination of thermostat locations.

1.2 SYSTEM INSTALLATION

Install mechanical equipment and dampers to facilitate service, maintenance, and repair or replacement of equipment components. Ductwork must be sealed per Washington State Energy; duct leakage must not exceed IMC and WSEC prescribed levels.

During construction, store all mechanical equipment, ductwork, piping and insulation in a dry location on elevated dunnage. Remove dust from the inside of metal duct sections as they are erected. Cover all duct openings at the end of each workday to prevent dust migration into ducts. If a duct liner does get wet, dry duct liner within 48 hours using a forced air heater. If moist liners are detected, all affected ducts will be required to be replaced at no additional cost to the State.

1.3 CALCULATIONS AND LOADS

The heating and air conditioning load calculations shall be based on the directives of this section.

VENTILATION

Ventilation shall comply with the International Mechanical Code, and all other applicable codes.

LOAD CALCULATIONS

HVAC systems shall be sized in accordance with the Washington State Energy Code, the following values, and the ventilation rates per International Mechanical Code. Methods shall be as described in ASHRAE Fundamentals. Load calculations for each zone or piece of HVAC equipment shall be submitted to the RES Design Professional with drawings indicating the zoning layout for review and approval. Documents shall provide sufficient detail to accurately describe the intended system and shall include, but not be limited to, glazing areas, glazing orientation, zoning map, number of people, miscellaneous equipment loads, and lighting values. When adding a load to existing systems, calculations will show the existing equipment adequate to supply this load without compromising conditions in other areas.

Landlord shall provide HVAC heating and cooling capacity at minimum to maintain office conditions at 72°F ± 2°F. System shall allow for:

- 2.8 watts/square foot (w/sf) for tenant space lighting and receptacle loads (0.8 w/sf lighting and 2.0 w/sf receptacle loads), or in compliance with the WSEC whichever is more restrictive.
- Ventilation loads based on occupancy, design conditions, and Code required ventilation rates
- Building envelope loads at ASHRAE design conditions with +99% heating and 1% cooling conditions.
- Occupant loads at one occupant per 120 square feet.

1.4 SYSTEM CONFIGURATION

The HVAC supply air system shall be fully ducted. System shall provide outside air ducted directly to the air handling units at all times during occupancy. All plenum return systems must utilize plenum-rated materials as required by codes. Ductwork shall be constructed of galvanized steel installed per Sheet Metal and Air Conditioning Contractor's National Association (SMACNA) Standards. The need for fiberglass duct linings shall be minimized by design of ductwork for low velocities. Where used, fiberglass duct liner shall have a coated surface on the airstream side which prevents fiber release. Cut edges of liner materials shall be sealed in accordance with manufacturer's recommendations. Acceptable manufacturers are Owens-Corning, Schuller, Knauf, Certain-Teed, or approved equal. Flexible duct shall be factory-insulated type with vapor barrier jacket, one-inch fiber glass insulation, zinc-coated steel-spring helix reinforcement, bonded to polyester or mylar liner. The use of flexible ductwork shall be limited to runs of 8 feet. All materials shall comply with UL 181 listed with flame-spread rating not over 25, smoke-developed rating not over 50.

The use of transfer grilles is permitted to return air from rooms under 170 square feet in area, provided they consist of a pair of grilles connected with ductwork with a minimum of two bends, designed and installed to prevent sound transfer from room to room. Multiple transfers in series are not permitted.

The ratio of supply and exhaust air shall be such that the building shall be under slight positive pressure at all times. When economizers are used, controls shall be provided so that outside air is used for the first stage of cooling, supplying a maximum of 100% outside air when outdoor temperatures are sufficiently low to provide the necessary cooling.

Provide separate perimeter zones at a minimum of one zone for each exterior exposure per floor, with an additional zone for the interior. Perimeter zones shall be within 10 to 14 feet of an exterior wall or glazing. In addition, provide an individual zone for all corner offices larger than 200 SF (i.e. rooms having multiple exterior exposures). HVAC serving interior zones may not also serve exterior zones unless approved by the RES Design Professional. Provide each zone with separate temperature controls and temperature sensors. Provide separate zones for special purpose assembly rooms such as conference rooms and training rooms. The system designer shall verify cooling loads with the Project Team prior to completing design, then submit drawings showing zone and thermostat locations to RES for review and approval prior to commencement of construction.

Provide separate ventilation and cooling equipment with 24-hour air conditioning and separate controls for all voice/data distribution rooms and computer (LAN) rooms. System shall be sized to maintain a temperature range of 65° - 75° F.

Designs, including hydronic systems, shall include balance drawings and schedules, which clearly depict air volumes and flow rates for both air and water required at each register, inlet, exhaust, or tap point. Should the designs involve modifications or additions to existing systems, the designs will include such balance drawings for the entire system, not just the portion included in the rework.

1.5 SYSTEM PERFORMANCE

The following pertains to operation of HVAC systems, and should not be used as design criteria. Design conditions are covered in preceding sections on loads and design. HVAC systems shall be considered to be performing in an acceptable manner if they maintain a normal daily operating temperature of 72° F ±

2° F throughout the year, with a maximum allowable variation of $\pm 4^\circ$ F at the extreme outdoor design conditions defined by ASHRAE.

1.6 CONTROLS

Adequate controls shall be provided within the leased space to ensure satisfactory temperature control under the varying load conditions in each zone. The controls shall not be located above office equipment such as photocopiers, printers, kitchen appliances, etc. The automatic controls shall efficiently control the air temperature in all parts of the leased space and in each zone. The controls shall be completely automatic, 24-hour, 7-day programmable with override switch for easy off-hours operation. Provide commercial electronic, programmable, lock-out thermostats, or monitored Energy Management System within the leased space.

On VAV systems, Variable Frequency Drive controlled supply fans shall be used. Provide logic and programming to reset the duct static set-point such that the maximum VAV terminal unit damper is open between 85-90%.

1.7 FILTRATION

Air filters shall be rated at 25-30% average atmospheric dust spot efficiency with an average resistance rating of 90-95% when tested in accordance with current accepted industry (ASHRAE) Standards. Return air in a plenum system shall be filtered at the terminal box before entering system.

1.8 NOISE

Allowable system noise levels shall be as per Room Criteria (RC) curves in ASHRAE Systems Chapter 43. As maximums, private offices and conference rooms shall be RC 35, with open offices RC 40, and circulation, public areas, and computer rooms RC 45. Plenum return systems must restrict noise transfer to adjacent occupied areas. See Section 07 20 00, 1.2 and 09 81 00.

1.9 BUILDING EXHAUST SYSTEM

Restrooms, showers, mechanical, electrical, janitor rooms, and enclosed copy/workrooms shall receive supply or "transfer" air only and be exhausted directly* to the exterior of the building to prevent air from being recirculated to other rooms. Provide separate exhaust system for venting hazardous gasses from laboratories and similar spaces. Exhaust fans shall be installed on roof or in mechanical equipment rooms, or shall be readily accessible in-line fans (maximum sound level classification of 9.0 Sones at 0.125 inches static pressure). System/fans shall be controlled by automatic 7-day timer or local timer switch, depending on application. All exhaust shall be ducted to outside of building away from air intakes. Exhaust systems shall be interlocked with the building HVAC system controls, and operate during the same time that the building is occupied, including manual override unless RES-approved otherwise.

Intermittent or source-specific exhaust systems which do not operate continuously during the occupied mode shall be interlocked with the building HVAC system controls to provide necessary makeup air required during operation. See Division 27 00 00 for voice/data distribution and computer (LAN) rooms.

*A common exhaust system may be used to exhaust from several of these rooms provided each room is operated on the same time schedule.

23 30 00 HVAC AIR DISTRIBUTION

1.1 AIR DISTRIBUTION

The quantity of supply diffusers and return air grilles shall be sufficient to provide even-air distribution throughout the zone. They shall be located in response to the final space plan/work station layout to minimize air blowing directly on individual work stations; but in all cases each supply diffuser shall have a serving area not exceeding 250 square feet and each return air grille shall have a serving area not exceeding 1,000 square feet. Diffusers shall be appropriately sized to provide controlled multi-directional/modular core air distribution with vanes, and shall have a balancing damper minimum of 4' upstream of the grille. Diffusers shall have sound ratings at design airflows of below NC 27. Each diffuser shall have a dedicated and accessible duct-mounted volume damper. Perforated grilles on supply diffusers are not acceptable. Floor registers/diffusers are not allowed, unless part of a raised access floor system serving computer (LAN) rooms.

1.2 AIR INTAKE

Locate air intake away from exhaust outlets and from sources of odors or degraded air quality such as designated smoker areas, chimneys, plumbing vents, and the like. Locate all outside air intakes on the roof or in protected areas to prevent tampering.

END OF DIVISION 23 00 00

26 00 00 ELECTRICAL

1.1 GENERAL

Provide complete electrical power distribution system as required for mechanical and electrical equipment, standard power, isolated power, lighting system, and other equipment as indicated on the drawings and/or specified herein (see Parts A and B, or attached addendum.)

1.2 PRODUCTS AND APPLICATIONS

All products must be of the quality herein specified. All products shall be new and free from defects. All products shall be UL or Extract Transform Load (ETL) certified for the purpose for which they are used. Wires shall be attached to receptacles, switches, and fixtures by a positive clamping method that can be tightened and secured by a screw. "Stab Lock" attachment method is not acceptable.

No electrical conduit shall be more than 40% filled in cross sectional area.

26 05 00 COMMON WORK RESULTS FOR ELECTRICAL

1.1 SUMMARY OF THE WORK

Separate the mechanical power and equipment circuits from receptacle circuits, and locate in separate panels when more than one panel is used. All panel boards shall have key-controlled locking covers. Identify all circuits within panel boards by circuit directory and mark each receptacle with its appropriate circuit number with a visible, indelible typed label.

1.2 DEFINITIONS

The following definitions shall be utilized for the explanation of electrical symbols delineated on the drawings. The examples of use are typical, but can vary for different tenant agencies. Equipment should be powered as recommended by the manufacturer.

DEDICATED RECEPTACLE

The sole receptacle served by a dedicated powered circuit connected to a common ground. Only one simplex, duplex or fourplex receptacle allowed per circuit (usually 20-amp). Identify each receptacle with a red dot. Typically used for equipment and appliances: refrigerators, microwaves, vending machines, photocopiers, laser printers (verify), etc.

STANDARD RECEPTACLE

A 120v, 60Hz, single-phase, 20-amp power receptacle served from a standard branch circuit connected to a common ground. Up to six duplex receptacles may be served from a single 20-amp circuit. Typically used for task lights, desktop appliances, and general convenience.

26 05 13 MEDIUM-VOLTAGE OPEN CONDUCTORS

CONDUCTORS

Feeder and branch circuit conductors shall utilize copper conductors with THHN/THWN insulation. Minimum conductor size for power circuits shall be #12 AWG. Conductors in circuits less than 100 amps shall be sized based on 60°C NEC ampacity ratings. Branch circuit ratings shall be increased per electrical code to limit voltage drop to a maximum of 3%. Minimum branch circuit ampacity rating shall be 20 amps.

26 05 26 GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

GROUNDING

Each feeder and branch circuit raceway shall include a copper ground conductor sized per the National Electrical Code.

26 05 33 RACEWAY AND BOXES FOR ELECTRICAL SYSTEM

RACEWAYS

Branch circuit and feeder raceways for interior areas shall utilize EMT (electric metallic tubing) raceways. Provide galvanized rigid steel conduits (GRS) in areas where exposed conduits are subject to damage or in outdoor locations. Metal Clad (MC) Cables shall be allowable where installed within concealed construction. Conduit raceways shall be installed in concealed construction unless in electrical/mechanical rooms or in open to structure spaces.

PANEL BOARDS

Panel boards shall be dead front style and utilize copper or aluminum buses. Panel board covers shall be keyed and utilize door-in-door construction with continuous hinges. Overcurrent devices

shall be fully rated for the available fault current. Panel boards shall include arc flash labels with incident energy levels and available fault current per NFPA 70E.

CIRCUITING GUIDELINES

1. Assume a maximum of four computers each with up to (3) LCD monitors shall be connected to a single 20A circuit.
2. One 20A circuit shall supply a maximum of three private offices.
3. One dedicated 20A circuit shall supply conference rooms smaller than 140sf. Two dedicated 20A circuits shall supply conference rooms sized 140 to 300sf. Additional circuits shall be provided for audio-visual (AV) or similar equipment.
4. Dedicated circuits shall be provided for copiers, kitchen appliances and other specified equipment.
5. Provide cleaning/maintenance duplex receptacles throughout all areas spaced at a maximum of 40 feet. Connect six receptacles per circuit.

CONTROLLED RECEPTACLES

50% of receptacles shall be controlled within private offices, open offices, conference rooms, copy rooms, break rooms and classrooms in accordance with Washington State Energy Code. The controlled receptacles shall be controlled along with the automatic lighting in each space or zone. Provide fourplex receptacles with half of the receptacle controlled at these spaces. Include factory controlled receptacle marking per code.

POWERED SYSTEMS FURNITURE

Provide ceiling, wall or floor branch circuit feed to powered systems furniture. It is anticipated four circuit, eight wire systems will be used. Adjust guidelines for other furniture configurations. Provide one (4)-circuit supply connection to the power whip provided by furniture manufacturer. Provide four circuits for a maximum of twelve workstations. One of the receptacle circuits shall be controlled per the Washington State Energy Code, the other three shall be non-controlled. This guideline is based on two duplex receptacles per workstation; (1) controlled (labelled) (1) non-controlled. Provide one controlled circuit to connect to up to (12) workstations. Provide one non-controlled circuit for up to four workstations. Coordinate with furniture manufacturer.

FLOOR DEVICES

Provide floor box at slab on grade locations and poke thru devices at concrete decks. Provide minimum of one floor box or poke thru device at conference room tables. Provide furniture feed floor boxes or poke thru device where furniture systems are not connected from wall or ceiling (power pole). Provide floor devices at other areas as required by drawings. Floor devices shall have power and data outlets. Provide large capacity devices where needed for audio visual connectivity; equal to Wiremold EFB8 floor outlet or 8AT poke thru devices.

26 08 00 COMMISSIONING FOR ELECTRICAL SYSTEMS

COMMISSIONING REQUIREMENTS

For lighting controls which include daylight or occupant sensing controls, automatic shut-off controls, occupancy sensors, or automatic time switches; the lighting controls shall be tested to ensure that control devices, components, equipment and systems are calibrated, adjusted, and operate in accordance with approved plans and specifications. Sequences of operation shall be functionally tested to ensure they operate in accordance with approved plans and specifications. The Lessor shall provide a complete report of test procedures and results to the RES Design Professional.

26 09 00 INSTRUMENTATION AND CONTROL FOR ELECTRICAL SYSTEMS

SWITCHING

1.1 SUMMARY OF THE WORK

Switch each space enclosed by walls or ceiling-height partitions with lighting controls within that space. The controls shall be readily accessible at the point of entry/exit to personnel using the space. Provide bi-level lamp switching, alternate fixture switching or manual dimming control in accordance with WSEC.

Exceptions: The following lighting controls may be centralized in remote locations:

1. Lighting controls for spaces which must be used as a whole (such as open office areas).
2. Automatic controls, when provided in addition to manual controls, need not be accessible to the users.
3. Controls requiring trained operators.
4. Controls for safety hazards and security.

1.2 AREA CONTROLS

A master control may be installed provided the individual switches retain their capability to function independently. Circuit breakers used as switches are not acceptable.

Exceptions:

1. Warehouse areas.
2. Areas less than 5% of the building footprint for footprints over 100,000 sq. ft.

1.3 DAYLIGHT ZONE CONTROL

All day lighted areas shall be controlled per the WSEC.

1.4 AUTOMATIC SHUT-OFF CONTROLS, EXTERIOR

Exterior lighting shall be controlled in compliance with the WSEC.

1.5 AUTOMATIC SHUT-OFF CONTROLS, INTERIOR

Leased spaces shall be designed and controlled in accordance with the WSEC.

Exceptions:

1. Areas that must be continuously illuminated or illuminated in a manner requiring manual operation of the lighting.

1.6 OCCUPANCY SENSORS AND PLUG LOADS

Interior lighting and power loads for standard receptacles shall be controlled in compliance with the WSEC. Where occupancy sensors are installed, they shall be installed in unobstructed locations. Where an outlet is assigned to a plug load reduction circuit, it shall be identified with a dedicated color device or label.

1.7 AUTOMATIC TIMED SWITCHES

Automatic timed switch controls shall have a minimum 7-day clock and be capable of being set for 7 different day types per week and incorporate an automatic "shut-off" feature, which turns off all loads for at least 24 hours and then resumes normally scheduled operations. Automatic time switches shall also have program back-up capabilities which prevent the loss of program and time settings for at least 10 hours if power is interrupted.

Automatic timed switches shall incorporate a manual over-ride switching device which is readily accessible and located so that a person using the device can see the lights or areas controlled by the switch. The manual over-ride switch shall allow the lighting to remain on for no more than 2 hours and control an area not exceeding 5,000 sq. ft.

26 27 00 LOW-VOLTAGE DISTRIBUTION EQUIPMENT

1.1 FLOOR BOX SERVICE FITTINGS

Provide recessed boxes and durable flush-floor metal covers for service fittings at open office locations. Walker, Hubbell, or RES-approved equal. The covers shall accommodate carpet application for the finished appearance.

1.2 SERVICE POLES (Power Duct Posts)

When service poles are shown on RES drawings, provide 6'-0" minimum flex electrical connection in ceiling space to allow repositioning for accommodating workstation furniture. Install above-ceiling J-box in locations concurrent with the service poles shown on RES drawings. Exact service pole locations and pole installation shall be determined by furniture placement at the time of move-in by the state tenant. Poles will be provided by the Agency's vendor. Connect the systems furniture wiring (provided by the Agency's vendor) to the "hot boxes" after the system furniture has been installed. Receptacles, jumpers and power bars, in the furniture, shall be installed by the Lessor's licensed electrician.

26 50 00 LIGHTING

26 51 00 INTERIOR LIGHTING

26 51 13 INTERIOR LIGHTING FIXTURES, LAMPS, AND BALLASTS

1.1 SUMMARY OF THE WORK

Provide electric lighting serving all spaces shown or referenced on the RES-approved drawings to achieve the lighting levels specified in Section 26 50 00, utilizing the fixtures specified in Section 26 51 13, and incorporating switch controls as specified in Section 26 09 00.

1.2 INSTALLATION

Fixtures shall be connected with 6'-0" minimum of flex conduit to allow repositioning to provide required illumination. Locate fixtures as required for individual desk locations.

1.3 FIXTURES, BALLASTS AND LAMPS

Provide, high-efficiency, energy-saving Light-Emitting Diode (LED) fixtures (preferred) and/or retrofit LED lamps, or fluorescent fixtures with rapid or programmed-start ballasts, except where noted otherwise below.

BALLASTS

Fluorescent ballasts shall be class P thermally-protected, low energy, high-frequency, electronic ballasts meeting ANSI requirements and the following ratings:

1. Minimum Power Factor (PF): 95% at nominal line voltage
2. Maximum Total Harmonic Distortion (THD): 10%
3. Sound Rating: A.

LAMPS

1. For general office spaces: LED or T5 (HE) lamps, with 3500^o K. (+) temperature rating and a minimum color rendering index (CRI) of 80.
2. For exit lights: LED light source with battery back-up. Exit signs must meet Energy Star requirements.

1.4 FIXTURE REQUIREMENTS FOR SPECIFIC AREAS

For general office space: provide direct/indirect lighting fixtures, either pendant or recessed. Design and layout to be coordinated with the State's Project Team.

For restrooms, utility rooms, lunchrooms, storage rooms, LAN rooms, and the like: provide standard LED or fluorescent fixtures.

For conference rooms, training rooms, waiting rooms, hallways, and other intensive-use or high profile rooms: provide a combination of fixtures utilizing at least two of the following in each application: pendant or recessed direct/indirect, can lights, wall sconces, and wall washers.

In warehouse and high-bay applications: provide high-bay LED lamp and light fixtures with 3500° K.(+) temperature rating and a minimum color rendering index (CRI) of 80.

All fluorescent fixtures shall be approved by the lamp manufacturer up to a specific ambient operating temperature of 113° F. at 240V (with the ballast inside fixture) or 122° F. at 240V (with the ballast outside fixture).

1.5 LIGHTING LEVELS

WAITING, STORAGE, RESTROOMS AND HALL AREAS

Provide a minimum of 15 average maintained foot-candles illumination in waiting, storage areas and restrooms. Hallways shall have a minimum of 15 average maintained foot-candles illumination.

OFFICES, OPEN OFFICE AREAS, ASSEMBLY AREAS

Provide a minimum of 30 average maintained foot-candles illumination at all work surface desk-level locations. Coordinate light fixture locations with workstation layout in open office areas.

WAREHOUSES

Provide a minimum of 25 average maintained foot-candles illumination measured at 36" AFF at all warehouse locations. Coordinate light fixture locations with warehouse layout.

PARKING AREAS AND PEDESTRIAN PATHWAYS

Provide 2 minimum maintained horizontal and 1 maintained vertical footcandles in parking areas and 1 minimum maintained horizontal and vertical footcandles illumination in all walking areas for pedestrian security, with complete illumination of exterior areas leading from facility/structure to parking areas.

26 52 00 EMERGENCY LIGHTING

Provide minimum emergency illumination levels of 1 footcandle along all egress pathways in accordance with building codes. Provide exit signage along all egress pathways and at exit doors. Connect emergency fixtures and exit signs to emergency circuits, or equip with emergency battery pack units. Control all emergency fixtures via adjacent fixtures as required by WSEC. When emergency circuits are utilized, connect the egress fixture from emergency and normal circuit through a UL924 device.

END OF DIVISION 26 00 00

27 00 00 COMMUNICATIONS

27 20 00, 27 20 00, 27 40 00 VOICE, DATA, AND AUDIO-VISUAL COMMUNICATIONS

1.1 GENERAL

Contractor shall coordinate with, and provide site access to, the State's Information Technology (IT) representative and with the telephone/data vendors and/or contractors. Coordinate the placement of all rough-in requirements and all State-supplied equipment that is required for a proper functioning communications and information technology system.

1.2 INSTALLATION/FITTINGS

Provide rough-in system as required for complete standard installation of equipment, cable, and accessories. Provide J-box, mud ring, and 1" conduit with bushings to ceiling access where required for wall outlets.

Provide conduit sleeves with bushings at all wall/ceiling cable penetrations. Provide conduit sleeves extending above all hard ceiling or inaccessible ceiling locations. Conduit sleeve size shall provide for 40% maximum cable fill capacity.

NOTE: J-box and conduit are required only in locations where cabling will be routed in walls or partitions. Provide standard flush-floor box service fittings for open office locations except at existing slab-on-grade. For concrete floor assemblies in multi-story facilities, monument-type floor boxes may be substituted for flush floor boxes, if approved by the RES Design Professional.

1.3 VOICE/DATA DISTRIBUTION ROOMS ("LAN" ROOM)

Do not locate the building electrical panels in, adjacent to, or on a common wall with any voice/data distribution room. Provide 2 - 120V 20-amp dedicated circuits with fourplex receptacles for telephone equipment, location as identified on plan. In addition, provide 4 - 4" diameter conduit sleeves through floors from distribution room and through floors and ceiling into the voice/data distribution rooms. (See Section 06 20 00, 1.2 for wall-mounted equipment board requirements).

Voice/data distribution rooms shall be located in spaces completely free from piping systems that do not serve the space including water systems, hydronic systems, waste systems, rain leaders, and sprinkler systems. Relocate existing building piping systems outside of voice/data distribution room locations as necessary. Do not locate piping systems serving the room directly above electronic/computer equipment.

1.4 CABLE MANAGEMENT SYSTEMS

Where specified, cable management system shall consist of trays or J-Hooks, and shall be aligned along the spine of the building, turning at 90 degrees to connect any cable rings or hangers used to secure cables from trays or J-Hooks to point of use. Coordinate the location with the Lessee.

For cable not installed in conduit, and within a plenum air-space environment, such cable shall be plenum-rated CPM (“Communications Multipurpose Cable – Plenum”) or OFNP (“Optical Fiber Non-Conductive – Plenum”). All cabling shall be labeled as plenum-rated or non-plenum-rated.

END OF DIVISION 27 00 00

28 00 00 ELECTRONIC SAFETY AND SECURITY

28 30 00 ELECTRONIC DETECTION AND ALARM

28 31 00 FIRE DETECTION AND ALARM

1.1 SUMMARY OF THE WORK

Where required by code or the state tenant, provide a centrally-controlled and annunciated, non-coded, fire alarm system including audible and visual alert devices, manual pull stations, automatic heat/smoke detectors, and automatic communication to a central monitoring provider. Provide a fire alarm system designed, installed, and tested in accordance with the NFPA 72 National Fire Alarm Code and federal, state, and local codes. Provide and maintain central monitoring provider service including continuing communications systems.

END OF DIVISION 28 00 00

32 00 00 EXTERIOR IMPROVEMENTS

32 10 00 BASES, BALLASTS AND PAVING

1.1 SUMMARY

Asphalt paving and sub-base shall be of sufficient thickness to support vehicular and truck traffic without permanent deformations and deterioration. Provide complete weed kill under new asphalt paving as required by the site conditions and as required in landscaping areas.

Place catch basins and slope asphalt paving to prevent standing water and keep draining water away from pedestrian crosswalks. Provide minimum 2% - 3% cross slope to stormwater catch basins. Curb radius to be minimum of 12' at parking intersections, unless otherwise required by local ordinances. Comply with all applicable accessibility requirements.

32 13 00 RIGID PAVING

New sidewalks shall be screed, floated, and steel-troweled with a light broom finish, or to match adjacent work. Concrete shall be a minimum compressive strength of 3,000 psi.

32 17 00 PAVING SPECIALTIES

32 17 13 PARKING BUMPERS

Wheelstops shall be reinforced precast concrete, steel dowel-anchored. Position 3'-0" from curbing. (NOTE: in locations of high annual snowfall, steel dowels may be omitted, except where wheelstops are

required to protect structures or other hazards.) Integral sidewalk/wheelstop curbs are allowed as long as the remaining clear width of sidewalk meets or exceeds the minimum width for access as required by code. In such instances, allow 3'-0" for vehicle bumper overhang.

32 17 23 PAVEMENT MARKINGS

Standard parking stalls shall meet jurisdictional dimension requirements. Provide code-required accessible parking stalls. Striping shall be 4" wide. Paint international symbol on the paving surface of each accessible stall and provide required accessible sign at the head of each stall(s).

32 39 00 MANUFACTURED SITE SPECIALTIES

32 39 13 MANUFACTURED METAL BOLLARDS

Bollards shall be 6"Ø concrete-filled galvanized steel pipe. Embed minimum of 4' into ground and extend 4' above ground level. Paint exposed surface international yellow. Pre-manufactured bollards may be acceptable upon approval by RES Design Professional.

32 80 00 IRRIGATION

32 84 00 PLANTING IRRIGATION

Underground irrigation system shall include integrated time clock control, with moisture sensor, metered separately from main water meter. Provide automatic drainage system to protect system against freezing, including air blowout connections and anti-siphon valve(s). Provide low-volume drip system and/or heads

32 90 00 PLANTING

For new construction and change-of-use facilities, provide landscaping that utilizes native and adaptive species that does not require irrigation outside of drought and establishment periods. If an irrigation system is already installed the system must be separately metered. Show the location of all existing trees on the as-built submittal drawing, and appropriately protect all retained trees and shrubs during construction. Submit plans for review by RES Design Professional.

END OF DIVISION 32 00 00

This page is intentionally left blank

END OF LEASED SPACE REQUIREMENTS

Exhibit B

Scope of Work
953 Village Way
Monroe, WA 98272

- Add one additional office approx. 10x12 to the first floor (See Drawing) Job to include:
 - All required permits
 - 2-new walls
 - New door
 - Match lighting, electrical outlets, communication wiring and HVAC to the existing two offices. (Match as closely as possible.)
 - Provide all materials and labor necessary to complete the project.
 - Contractor will need to follow prevailing wage laws.

Lease No. SRL 23-0075
Exhibit "J"

Please Initial

gas /

EXHIBIT J
Janitorial Specifications

1. Lessee/Tenant: Department of Children, Youth, and Families
- Address: 953 Village Way and Village Court, Monroe, Washington 98272
- Lessee/Tenant Contact Person: _____
- Phone: _____

2. **GENERAL INFORMATION**

For purposes of this Exhibit, the term "Lessor" means the Lessor, Lessor's employees and/or the Lessor's Contractor(s). The term "Lessee" means the tenant state agency.

3. **SPECIFIC INFORMATION**

Equipment and Cleaning Supplies: The Department of Ecology and the Department of Enterprise Services have partnered to promote the purchase and use of environmentally safe products in state-occupied facilities. In doing so, we will help protect and restore bio-diversity and ecosystem integrity to provide a sustainable environment for the State of Washington. In order to promote these principles of sustainability, the State of Washington requires that all cleaning products used within state occupied facilities shall, when feasible, be environmentally safe, biodegradable, and be low-VOC (Volatile Organic Compounds). Our goal is 100% use of "green" products as defined by Green Seal's GS-37 and GS-40 standards (see website listing at end of exhibit.).

Air Quality: Because indoor air quality protection is a concern for agencies, all vacuum cleaners will be of a type that can remove 99.97% of harmful particles, including dust, mold spores, and most microscopic respiratory irritants and allergens down to 1 micron. If disposable vacuum bags are used, they must be replaced in accordance with the manufacturer's directions once filled and cannot be re-used. All vacuums must meet or exceed the following requirements: 12 amp motors; a suction of 85 inches; and airflow of 100 cfm.

4. **LESSEE RESPONSIBILITIES:**

Janitorial Specification Schedule: The Lessee will reproduce a copy of the Janitorial Specification Sheets for each month of the year; post the current month's sheets in a conspicuous location; verify that janitorial services are performed as scheduled; rate services at the end of each month as either (S) Satisfactory or (U) Un-satisfactory; and contact the Lessor (or vendor personnel) to discuss any deficiencies and actions necessary to correct any deficiencies. A written memo documenting the date of discussion, names of individuals involved, and specific concerns discussed should be attached to the Janitorial Specifications for the month concerned.

Janitorial Supplies: When the lease specifies that the Lessee will provide any janitorial supplies, and unless otherwise specified in the lease, the Lessee, where feasible, will provide environmentally safe and biodegradable janitorial supplies. The Lessee will provide Material Safety Data Sheets (MSDS) to the Lessor for all janitorial supplies provided by the Lessee. The Lessor shall provide a secure storage area on the premises to secure any janitorial supplies furnished by the Lessee. No janitorial supplies furnished by the Lessee will be removed from the premises or used for any purpose but janitorial services provided to the premises.

Housekeeping: The Lessee will follow good housekeeping practices, including proper disposal of open food and drink, toner cartridges, and any other items that may attract pests, damage Lessor's property, or threaten health.

Recycling: Where recycling programs are in effect, Lessee will properly separate recycling material from trash and use the appropriate receptacles for disposal.

TO BE USED ONLY WHEN THE LESSEE PROVIDES LIGHT TUBES/BULBS: When the Lessee provides light bulbs/tubes under the terms of the lease, the Lessee will establish a lighting recycling program for spent lighting. The Office of State Procurement has a statewide convenience recycling contract for use by state agencies.

5. LESSOR RESPONSIBILITIES:

Janitorial Specification Schedule: Lessors are expected to adhere to the Janitorial Specification schedule as shown; but Lessors, with the concurrence of assigned Lessee personnel, may alter the performance schedule as long as the required performances are maintained. Lessors should also converse, on a monthly basis, with Lessee to ensure that the agency is satisfied with the service level.

Recycling and Disposal: The Lessor will establish a recycling program for spent lighting identified under Washington Administrative Code 173-303-573 (such as fluorescent tubes). The Lessor will properly dispose of all hazardous waste (such as certain lamp ballasts.)

Safety and Health: Lessor shall comply with any and all Federal, State and Local Laws, codes, ordinances or rules that apply to janitorial cleaning service operations and to health and safety in the workplace. This includes compliance with Prevailing Wage rules and environmental requirements of any appropriate jurisdiction. Safe and healthful practices shall be followed in performance of all work.

Energy and Utilities: The Lessor will require that unnecessary lights will be turned off except in areas where janitorial work is in progress and will be turned off upon completion of work. Safety lighting and code requirements may dictate that certain lighting be on at all times. To conserve energy, exterior doors and windows will not be opened unless necessary to perform janitorial work. Water supplies will be turned off except when needed and will not be left running unattended. Doors and windows will be closed and locked prior to janitorial staff departing the premises.

Hours of Work: Janitor services, except exterior work and work done on Saturdays, Sundays, and Holidays, shall be performed to completion only between the hours of 5:30 P.M. and 6 A.M. unless otherwise specified in writing between the Lessor and the Lessee, or, if circumstances warrant a temporary change, unless pre-approved by the designated Lessee contact(s). If normal scheduled services fall on a holiday, the services will be performed the following work night. On request, a responsible representative of the Lessor shall make himself/herself available during office hours for joint inspection of the premises, consultation and/or receipt of instructions.

Tools, equipment and supplies: Unless otherwise provided in the lease, the Lessor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies for the provision of janitorial services. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Lessee. The State encourages janitorial services to use micro fiber cleaning cloths, dust mops and wet mops. These tools often provide added cleaning power, collecting dirt and dust rather than just pushing it around. They can be washed and reused many times and reduce cleaning time. Micro fiber may also pick up bacteria where larger fibers cannot.

The Lessor will supply current Material Safety Data Sheets (MSDS) for all janitorial supplies supplied by the Lessor. An MSDS will be provided before each new product is introduced. At lease inception and at least annually thereafter, the Lessor will provide the Lessee an updated set of MSDS sheets used by janitorial staff. Where feasible, all cleaning supplies used within state facilities shall be environmentally safe. Only environmentally safe, biodegradable and low-VOC cleaning supplies approved by the Lessee shall be used.

The State strongly recommends that the total number of cleaning supplies/chemicals be restricted to as few products as possible. The State, for example, requires hot water extraction methods for cleaning carpets, provided this method will not void warranties. Many environmentally safe products are suitable for a number of different cleaning needs. A smaller number of chemicals reduces the possibility of workers being exposed by possible harmful interactions of different chemicals, reduces the amount of chemical inventory on site, simplifies training of janitorial workers, and simplifies purchasing of janitorial supplies.

The Lessor will maintain neat and clean janitorial closets. This improves safety, makes inventory easier, helps eliminate old products no longer used and reduces the chances of unsafe product interactions.

All janitorial cleaning supplies and/or chemicals to be used and/or stored on the premises must be pre-approved for use by the Lessee's designated contact.

Lessee Information and Equipment: The Lessor shall prohibit janitorial service providers from moving and reading papers on desks, opening desk drawers and cabinets, and using telephones and office equipment provided for official business. The Lessor shall prohibit children and non-employees from being on the premises during the time janitorial services are being performed.

Security: Refer to "Security" in lease, if applicable.

Lessor Performance: All work is to be performed completely and in a professional manner to the satisfaction of the Lessee. The Lessor will perform janitorial services in accordance with the specifications in the charts below. The Lessor will provide performance report forms at least monthly for the Lessee to complete. Lessee will provide Lessor a copy of completed reports.

6. CONFLICTS:

The Lessee and the Lessor should contact each other as soon as possible when janitorial service issues arise and jointly agree on resolutions. If janitorial services issues cannot be resolved, the Lessor and/or the Lessee should contact the Department of Enterprise Services's office of Real Estate Services.

7. **HELPFUL RESOURCES:**

WA Governor's Executive Order 20-01: Sustainable Practices by State Agencies
https://www.governor.wa.gov/sites/default/files/exe_order/20-01%20SEEP%20Executive%20Order%20%28tmp%29.pdf

WA Department of Enterprise Services' The Environmentally Preferable Purchasing References:
<https://des.wa.gov/services/contracting-purchasing/policies-training/resources/environmentally-preferred-purchasing>

WA Department of Ecology Buying Green sustainable purchasing for state agencies
<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Green-purchasing/Green-products>

US Environmental Protection Agency's Guidance on Environmentally Preferable Purchasing
<https://www.epa.gov/greenerproducts/buying-green-federal-purchasers>

National Association of State Procurement Officials Green Purchasing Guide
<https://www.naspo.org/green-purchasing-guide/>

Exhibit J: Janitorial Specifications

Day(s) or month(s) job to be performed	Maximum performance allowed	Performance rating: Satisfactory/ Unsatisfactory
---	-----------------------------------	---

Month of: _____

1. Spot vacuum all carpeted areas and rugs.	1. Daily, as needed	5 X WEEK	S	U
2. Spot dust mop all uncarpeted floors.	2. Daily, as needed	5 X WEEK	S	U
3. Detail Vacuum or dust mop all uncarpeted floors. Vacuuming is to be done using appropriate floor tool. If dust mopping, use clean, treated dust mop or untreated micro fiber mop.	3. Per Schedule			
A. Reception, entrance, lobby areas	Per Schedule	5 X WEEK	S	U
B. General office area	Per Schedule	3 X WEEK	S	U
C. Lunchroom/coffee room area.	Per Schedule	3 X WEEK	S	U
D. Restroom areas See specification #19				
E. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
F. Stairway/	Per Schedule	1 X WEEK	S	U
G. Hall area	Daily as needed	5 X WEEK	S	U
G. Other	To Be Determined	TBD		
4. Detail vacuum all carpeted areas and rugs	4.			
A. Reception, entrance, lobby areas	Per Schedule	3 X WEEK	S	U
B. General office area	Per Schedule	1-2 X WEEK	S	U
C. Lunchroom/coffee room area	Per Schedule	5 X WEEK	S	U
D. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
E. Stairway/hall area	Per Schedule	2 X WEEK	S	U
F. Other	To Be Determined	TBD		
5. Strip, seal and wax all tiled floors	5. Annually	1 X YEAR		
A. Reception, entrance, lobby areas	Per Schedule	Or more	S	U
B. General office area	Per Schedule	often, as	S	U
C. Lunchroom/coffee room area	Per Schedule	needed,	S	U
D. Restroom areas (employee/public)	Per Schedule	based on	S	U
E. Supply/mailroom area	Per Schedule	performance	S	U
F. Stairway/hall area	Per Schedule	ratings.	S	U
G. Other	To Be Determined	TBD	S	U
6. Machine scrub and top coat tiled floors	6. Per Schedule	2 X YEAR	S	U
A. Reception, entrance, lobby areas	Per Schedule	2 X YEAR	S	U
B. General office area	Per Schedule	2 X YEAR	S	U
C. Lunchroom/coffee room area	Per Schedule	2 X YEAR	S	U
D. Restroom areas (employee/public)	Per Schedule	2 X YEAR	S	U
E. Supply/mailroom area	Per Schedule	2 X YEAR	S	U
F. Stairway/hall area	Per Schedule	1 X YEAR	S	U
G. Other	To Be Determined	TBD	S	U

Exhibit J: Janitorial Specifications

Day(s) or month(s) job to be performed	Maximum performance allowed	Performance rating: Satisfactory/ Unsatisfactory
---	-----------------------------------	---

Month of: _____

7. Maintain elevator floors using procedures for tile or carpeted floors as applicable. <ul style="list-style-type: none"> • Clean door grooves in elevators 	7. As Above	As Above	S	U
	Per Schedule	1 X MONTH	S	U
8. Spot vacuum and/or wet mop carpet or rubber mats and runners	8. Daily as needed	5 X Week	S	U
9. Spot damp mop all tiled floors	9. Daily, as needed	5 X WEEK	S	U
10. Mop tiled floors	10.			
A. Reception, entrance, lobby areas	Per Schedule	2 X WEEK	S	U
B. General office area	Per Schedule	1 X WEEK	S	U
C. Lunchroom/coffee room area	Per Schedule	2 X WEEK	S	U
D. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
E. Stairway/hall area	Per Schedule	1 X WEEK	S	U
F. Other	To Be Determined	TBD	S	U
11. Dust all cleared horizontal surfaces within reach (Contractor to provide Lessee with a schedule of areas to be detail dusted)	11. Per Schedule	1 X WEEK	S	U
12. Dust all high ledges, including picture frames that require a ladder to reach	12. Per Schedule	4 X YEAR	S	U
13. Spot clean finger marks, smudges, etc. from glass doors, glass partitions, wooden/metal doors, trim, light switches, walls, woodwork, etc.	13. Daily as needed	5 X WEEK	S	U
14. Vacuum cloth-covered chairs and couches.	14. Per Schedule	2 X YEAR	S	U
15. Clean all plastic or vinyl covered furniture such as chairs and couches.	15. Per Schedule	2 X YEAR	S	U
16. Dust both horizontal and vertical Venetian blinds.	16. Per Schedule	2 X YEAR	S	U
17. Dust/clean all light fixtures and ceiling vents.	17. Per Schedule	1 X YEAR	S	U
18. Empty all waste receptacles and deposit in outside garbage cans/bins.	18. Daily	5 X WEEK	S	U
19. Empty recycling containers (if tenant has program)	19. Per Schedule	1 X WEEK	S	U

Exhibit J: Janitorial Specifications

Day(s) or month(s) job to be performed	Maximum performance allowed	Performance rating: Satisfactory/ Unsatisfactory
---	-----------------------------------	---

Month of: _____

20. Restrooms:			
• Clean/disinfect all toilet bowls & urinals.	Daily	5 X WEEK	S U
• Clean/wash basins and attached fixtures.	Daily	5 X WEEK	S U
• Clean all mirrors.	Daily	5 X WEEK	S U
• Sweep, damp mop & disinfect all restroom floors.	Daily	5 X WEEK	S U
• Detail clean sinks, urinals and toilets using control chemicals	Per Schedule	1 X WEEK	S U
• Wash and disinfect toilet partition walls	Per Schedule	1X MONTH	S U
• Wash and disinfect restroom walls	Per Schedule	2 X YEAR	S U
• Fill all toilet paper receptacles, paper towel receptacles, soap dispensers, etc.	Daily	5 X WEEK	S U
Miscellaneous Job Performances			
21. Clean drinking fountains.	21. Daily	5 X WEEK	
22. Clean outer surfaces of vending machines.	22. Per Schedule	1X MONTH	S U
23. Wash interior side of windows.	23. Per Schedule	2 X YEAR	S U
24. Wash exterior side of windows.	24. Per Schedule	2 X YEAR	S U
25. Clean lunchroom counter tops and table tops.	25. Daily	5 X WEEK	S U
26. Clean and disinfect inside and outside of all waste receptacles, including restroom receptacles.	26. Per Schedule	2 X YEAR	S U
27. Replace light bulbs including outside fixtures and fluorescent tubes.* (Recycle spent lighting.)	27. As Needed	AS NEEDED	S U
28. Vacuum/clean cloth/vinyl partitions.	28. Per Schedule	1 X YEAR	S U
29. Secure/lock doors and gates	29. Daily	AS	
30. Clean carpet at least once per year using hot water extraction methods, unless this method will void warranties. Apply water and stain retardant as recommended by the manufacturer. To be scheduled with Lessee's Designated representative	30. Per Schedule	NEEDED 1 X YEAR	S U
Exterior Job Performances			
31. Sweep all outside entrances, stairs and walkways.	31. Daily	1 X WEEK	S U
32. Police outside entrances, stairs, walkways to remove debris, picking up litter and debris within a 10-foot radius of the building.	32. Daily	5 X WEEK	S U
33. Remove ice and snow from walkways and building entrances.	33. As needed		S U
*Fluorescent tubes must be disposed of as a dangerous waste per WAC 173-303-573. For further information on disposal contact the Department of Ecology.			

AFTER RECORDING RETURN TO:

Department of Enterprise Services
 Real Estate Services
 P. O. Box 41468
 Olympia, Washington 98504-1468

Lease No. SRL 23-0075
 Project No. 21-05-196

(Monroe) GAS/ams
 Page 1 of 10
 Date: June 1, 2023

LEASE

THIS LEASE is made and entered into between Snohomish Regional Fire Rescue, a municipal corporation, whose address is 163 Village Court, Monroe, Washington 98272, for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and the STATE OF WASHINGTON, Department of Children, Youth and Families, acting through the Department of Enterprise Services, hereinafter called the Lessee.

WHEREAS, the Department of Enterprise Services is granted authority to lease property under RCW 43.82.010;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

LEASED PREMISES

1. The Lessor hereby leases to the Lessee the following described premises:

Tax Parcel Number: 00776300002500

Common Street Address: 953 Village Way and Village Court, Monroe, Washington 98272

Approximately 9,965 square feet of BOMA rentable office space in the building located at Lot 25, Mina Street Village, Monroe, Washington, 98272 (the "Building"), together with the non-exclusive use of the common, code, on-site parking. The property upon which the Building is situated is legally described as follows:

Lot 25, MAIN STREET VILLAGE, according to the plat thereof recorded in Volume 49 of Plats, pages 221 through 223, inclusive, in Snohomish County, Washington.

Please Initial

gas _____

USE

2. The premises shall be used by the Department of Children, Youth and Families and/or other state agencies for the following purpose(s): office space. Office use includes associated office activities, such as trainings, conferences, retreats, open public meetings, health and wellness activities, and office related parties and social events.

TERM

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning September 1, 2023 and ending August 31, 2028.

RENTAL RATE

4. The Lessee shall pay rent to the Lessor for the premises at the following rate:

Twenty Thousand One Hundred Sixty-two Dollars and Fifty-two Cents

\$20,162.52 per month

Payment shall be made at the end of each month upon submission of properly executed vouchers.

4.1. The Lessee shall not be required to pay the rental rate referenced in Section 4 above until all of the work requested by Lessee in Additional Lease Provisions Section(s) 21 and has been completed by Lessor. Until all such work is completed and approved by Lessee, the rate of \$15,570.31 per month, as required under SRL 16-0021 shall be paid. There will be no reimbursement to Lessor of the difference in rent for the period of time the lease rate was reduced.

INCENTIVES

5. [Intentionally deleted]

EXPENSES

6. During the term of this Lease, Lessor shall pay all real estate taxes, all property assessments, insurance, exterior and interior window washing, landscape and irrigation water, and maintenance and repair as described below, together with natural gas, electricity, stormwater, water, sewer, garbage collection, recycling, elevator service (if any), and janitorial services. Janitor service includes interior window washing, restroom supplies and light bulb replacement and such other items as set forth in Exhibit "J" which is attached hereto and incorporated by reference.

6.1. Lessee shall reimburse Lessor for its prorata share of the following costs: natural gas and electricity. Lessor shall submit a monthly voucher (with a copy of all bills and proof of payment for which reimbursement is requested) to be paid by Lessee for its prorata portion based on Lessee's leased space.

Lessee occupies 9,965 square feet or 49 percent of the total building and shall pay 49 percent of such charges.

MAINTENANCE AND REPAIR

7. The Lessor shall maintain the premises in good repair and tenantable condition during the continuance of this Lease, except in case of damage arising from the negligence of the Lessee's agents or employees. For the purposes of maintaining and repairing the premises, the Lessor reserves the right at reasonable times upon reasonable notice to enter and inspect the premises and to make any necessary repairs to the building. Lessor's maintenance and repair obligations shall include, but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters, fluorescent tubes, light bulbs, LED fixtures and lighting elements, as required), plumbing, heating, ventilating

Please Initial

gas/ _____

and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; elevators (including communications systems); inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes, indoor air quality and requirements to provide architecturally barrier-free premises for persons with disabilities, etc.).

7.1. Lessor shall as part of maintenance provide de-icing and snow and debris removal service. At a minimum, Lessor shall treat or remove, before normal business hours and at other times as soon as practical thereafter, debris, snow and/or ice from the parking lot and all sidewalks and entrances. Without prior notice, Lessor shall apply de-icer and/or sand as necessary to any sidewalks and entrances to avoid unsafe conditions; snow removal in parking lots to take place when an excess of 2 inches of snow occurs; provided, any icy or dangerous conditions must be addressed. This provision does not create any third parties beneficiary rights, including but not limited to rights in any member of the public or state employees, to enforce this provision, rely upon it, or to reference it in any legal action.

ASSIGNMENT/SUBLEASE

8. Except for sublet for use by other State agencies per the "USE" section herein, the Lessee may not assign this Lease or sublet the premises without the prior written consent of the Lessor, which consent shall not be unreasonably withheld or delayed. Lessor shall respond to approve or disapprove a request for consent within thirty (30) days of receipt of the request. If such response is not received within thirty days, it will be considered approved and Lessee will proceed with sublease. Lessee shall not permit the use of the premises by anyone other than the Lessee, such assignee or sublessee, and the employees, agents and servants of the Lessee, assignee, or sublessee. Any assignment or sublease in violation of this paragraph will be void. The consent by Lessor to any assignment or sublease will not be construed to relieve Lessee from obtaining Lessor's prior written consent in writing to any further assignment or sublease.

RENEWAL/CANCELLATION

9. It is provided, however, that there is expressly reserved to the Lessee the right and option to terminate this Lease and to relinquish and give up said premises by giving written notice to the Lessor at least one hundred eighty (180) days prior to the effective date of such termination, in which event rent shall be prorated to the date of termination.

PAYMENT

10. Any and all payments provided for herein when made to the Lessor by the Lessee shall release the Lessee from any obligation therefor to any other party or assignee.

COMPLIANCE WITH STATE/FEDERAL LAWS

11. Lessor is responsible for complying with all applicable provisions of the Americans With Disabilities Act of 1990, and all amendments and regulations thereto and the Washington State Law Against Discrimination, Chapter 49.60 RCW, as well as the regulations adopted thereunder, with respect to the Leased Premises.

FIXTURES

12. The Lessee, upon the written authorization of the Department of Enterprise Services, shall have the right during the existence of this Lease with the written permission of the Lessor (such permission shall not be unreasonably withheld), to make alterations, attach fixtures, and erect additions, structures or signs, in or upon the premises hereby leased. Such alterations,

Please Initial
gas / _____

fixtures, additions, structures and signs shall be authorized only by the Department of Enterprise Services. Performance of any of the rights authorized above shall be conducted in compliance with all applicable governmental regulations, building codes, including obtaining any necessary permits. Any fixtures, additions, or structures so placed in or upon or attached to the premises shall be and remain the property of the Lessee and may be removed therefrom by the Lessee upon the termination of this Lease. Any damage caused by Lessee's removal of any of the above items shall be repaired by the Lessee. Any improvements that the Lessee does not remove within 30 days after the termination of the Lease shall become the property of the Lessor, and the Lessee shall have no responsibility to remove them, pay for removal, or repair any damage caused by their removal by another. This provision shall survive termination of the Lease.

All alterations, additions, and improvements consented to by Lessor shall be made in good and workmanlike manner and shall comply with all applicable laws, codes, ordinances, rules and regulations.

Lessee will pay or cause to be paid all lawfully owed costs and changes for (a) work done by Lessee or caused to be done by Lessee, in or to the premises, and (b) all materials furnished for or in connection with such work. If Lessee receives written notice that a mechanics lien or claim or lien has been or is about to be filed against the premises or that any action affecting title to the premises has been commenced on account of work done by or for or materials furnished to or for Lessee, it will promptly give Lessor written notice of such notices.

REMODEL

13. At Lessor's sole cost and expense, Lessor shall construct an office space that is in accordance with the leased space requirements attached as "Exhibit A" and the statement of work attached as "Exhibit B". Lessee shall have no less than 15 days after the completion of work in Exhibit B to relocate to leased space. It is the intent of the parties that, other than the transition period into the renovated facility, Lessee will not be obligated to rent payments for more than one facility.

ALTERATIONS/IMPROVEMENTS

14. In the event the Lessee requires alterations/improvements during the term of this Lease, any renewals and/or modifications thereof, the Lessor shall have the right to provide such services. If required by state law, the Lessor shall pay prevailing rate of wage to all workers, laborers or mechanics employed to perform such work as well as comply with the rules and regulations of the Department of Labor & Industries. If the Lessee considers Lessor's proposed costs for alterations/ improvements excessive, Lessee shall have the right, but not the obligation, to request and receive at least two independent bids; and the Lessee shall have the right at its option to select one alternative contractor whom the Lessor shall allow to provide such services for the Lessee in compliance with the Lessor's building standards and operation procedures.

PREVAILING WAGE

15. Lessor agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this Lease when required by state law to do so, and to comply with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Lease will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this Lease as though fully set forth herein.

DISASTER

16. In the event the leased premises are destroyed or injured by fire, earthquake or other casualty so as to render the premises unfit for occupancy, and the Lessor(s) neglects and/or refuses to restore said premises to their former condition, then the Lessee may terminate this Lease and shall be reimbursed for any unearned rent that has been paid. In the event said premises are

Please Initial

gas / _____

partially destroyed by any of the aforesaid means, the rent herein agreed to be paid shall be abated from the time of occurrence of such destruction or injury until the premises are again restored to their former condition, and any rent paid by the Lessee during the period of abatement shall be credited upon the next installment(s) of rent to be paid. It is understood that the terms "abated" and "abatement" mean a pro rata reduction of area unsuitable for occupancy due to casualty loss in relation to the total rented area.

NO GUARANTEES

17. It is understood that no guarantees, express or implied, representations, promises or statements have been made by the Lessee unless endorsed herein in writing. And it is further understood that this Lease shall not be valid and binding upon the State of Washington, unless same has been approved by the Director of the Department of Enterprise Services of the State of Washington or his or her designee and approved as to form by the Office of the Attorney General. Any amendment or modification of this Lease must be in writing and signed by both parties.

ENERGY CONSERVATION

18. [Intentionally deleted]

REIMBURSEMENT FOR DAMAGE TO PREMISES

19. The Lessee hereby agrees to reimburse the Lessor for damages caused by the negligence of its employees and agents, but in no event shall this section be construed as diminishing the Lessor's duty to make repairs as set forth in preceding sections of this Lease, or as making Lessee responsible for the repair of normal wear and tear.

HAZARDOUS SUBSTANCES

20. Lessor warrants to his/her knowledge that no hazardous substance, toxic waste, or other toxic substance has been produced, disposed of, or is or has been kept on the premises hereby leased which if found on the property would subject the owner or user to any damages, penalty, or liability under any applicable local, state or federal law or regulation.

Lessor shall indemnify and hold harmless the Lessee with respect to any and all damages, costs, attorneys' fees, and penalties arising from the presence of any hazardous or toxic substances on the premises, except for such substances as may be placed on the premises by the Lessee.

ADDITIONAL LEASE PROVISIONS

21. It is agreed that the Lessor shall, at Lessor's sole cost and expense, on or before September 1, 2023, complete in a good and workmanlike manner, in accordance with state Leased Space Requirements, Edition 1.0 and addenda, if any, attached hereto and incorporated herein by reference as Exhibit "A", the following items:

NOTE: Where work may disrupt and/or negatively impact Lessee's staff and their work, please contact Lessee at least sixty (60) days prior to anticipated start date in order to minimize disruptions.

Critical Health/Life Safety Issues:

- Fire extinguisher service is current
- Service emergency lighting to ensure operation as designed
- Emergency exit hardware functional
- Egress routes clearly marked, uncluttered

Please Initial

gas / _____

INTERIOR:

- a. **Ceiling Tiles:** (09 51 00 – Acoustical Ceiling) Replace all stained and/or damaged ceiling tiles to achieve a uniform like-new, finished appearance. Prior to replacing the damaged tiles, verify that the condition that caused this problem has been satisfactorily resolved to prevent further damage or reoccurrence.
- b. **Print room:** Transition strip needs replaced.
- c. **Robin Jennings office:** repair scuffs on exterior of door.
- d. **FTDM room:** provided and install a sign on door. (Item 11)
- e. **Southwest corner:** repair scuffs on base and wall outside of FTDM room. (Item 12)
- f. **File room:** Replace transition strip. (Item 16)
- g. **Plumbing:** (22 40 00 Fixtures; 1.1, 1.3)
 - i. Repair/replace instant hot – not always hot.
 - ii. Repair or replace faucet – loose.
 - iii. Women’s restroom: First stall door latch needs adjustment – doesn’t latch.
 - iv. Client bathroom in Northeast corner: TP roll - replace with double toilet paper dispenser. (Item 6)
 - v. Shower room: Shower drain needs to be fastened. (Item 9)

CANCELLATION/SUPERSESION

22. This Lease cancels, supersedes, or replaces SRL 16-0021 dated July 14, 2016, and all modifications thereto effective September 1, 2023.

DUTY TO CURE

23. Upon receiving notice of a condition requiring a cure, the party obligated to effect the cure shall initiate and complete cure or repair of such condition within a reasonable time. A condition requiring cure includes, without limitation: (1) a condition for which the Lease requires either party to undertake repair/ replacement and/or other maintenance of the Premises, (2) a condition where either has failed to maintain a service or utility account in good standing as required by the Lease, and (3) any other condition resulting from a party’s failure to carry out any obligation under the Lease, including without limitation obligations for rent, charges, improvements, alterations, and/or deferred maintenance, and remediation of damages for which a party is responsible under the Lease. Premises include all fixtures and equipment provided within the Premises by the Lessor.

The term “reasonable time” as used within this section of the Lease shall mean as soon as reasonably possible but no longer than thirty (30) days, unless either (1) an emergency condition exists requiring an immediate cure to promptly begin without delay, usually within hours and to be complete within 24 hours to the extent reasonably possible in light of the nature of the condition and circumstances, or (2) a non-emergency condition exists that is not reasonably possible to cure within 30 days with due diligence and the breaching party provides the level of cure or preparation for cure that is reasonably possible to do with due diligence within 30 days.

If an emergency or non-emergency condition exists that is not reasonably possible to completely cure within 24 hours or 30 days, respectively, the party obligated to cure shall so notify the other party within 24 hours or 30 days, respectively. Such notice shall explain why the cure is not reasonably possible with due diligence to complete within 24 hours (if an emergency) or 30 days (if a non-emergency) and provide the earliest date that the work can be completed as soon as reasonably possible. It is not a justifiable ground for delay that the party obligated to effect the cure does not have available funding to accomplish the cure or that a preferred contractor has limited availability if other contractors can satisfactorily perform the work sooner at reasonable cost.

The term “emergency condition” shall mean a condition requiring a cure that (i) prevents or substantially disrupts the Lessee from using all or a substantial part of the premises, or (ii) causes or

Please Initial

gas/ _____

substantially threatens to cause injury to persons or damage to property or raises a substantial danger to the health or safety of any persons on or using the premises.

Notice under the Duty to Cure and Self Help sections may be by the means allowed in the Notice section, but in addition includes actual notice/awareness that Lessor or Lessee has of a condition independent of any such notice. In addition to the above, when an emergency condition exists, notice may be in-person, oral, email, telephone, or through other means that places the information before the Lessor or Lessee of which he or she would reasonably be expected to learn or notice.

SELF HELP

24. If the party obligated to effect the cure does not cure within the time required by this Lease, the other party may cure all or part of the default after providing notice to the party obligated to effect the cure of its intent to perform such cure, and, if applicable, recover the costs incurred in curing the default. If the nonbreaching party is the Lessee, the Lessee may deduct all reasonable costs incurred from rent or other charges owed to Lessor. If the nonbreaching party is the Lessor, Lessor will submit properly executed vouchers and proof of payment to Lessee and Lessee shall remit payment to Lessor within thirty (30) days or as soon as is practicable. A party's costs incurred to cure include, but are not limited to, all reasonable out-of-pocket expenses, payment of unpaid utility or services charges for which the other party is responsible, and all administrative costs the non-breaching party reasonably incurs and documents in performing or arranging for performance of the cure.

The nonbreaching party is under no obligation to cure some or all of the default of the breaching party. To the extent that the nonbreaching party does not cure the default, the nonbreaching party may pursue its legal and contractual remedies against the breaching party. The nonbreaching party's failure to cure the breaching party's default does not waive the nonbreaching party's rights to relief. Nothing herein removes or lessens either party's obligation to mitigate damages.

If the Lessee elects to cure using self-help in part or whole, the Lessor shall defend, save, and hold harmless the Lessee, its authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or in connection with such cure, except where RCW 4.24.115 is applicable and injuries and/or damages are caused by the sole negligence of the Lessee, its agents, or employees. If RCW 4.24.115 is applicable and liability for damages arises out of bodily injury to persons or damages to property and is caused by or results from the concurrent negligence of the Lessee, its agents, or employees, Lessor's liability, including the duty and cost to defend, hereunder shall apply only to the extent of the negligence of Lessor, its agents, or employees.

DEFAULT LEADING TO TERMINATION

25. If either party fails to initiate and complete cure of a condition requiring cure within a reasonable time after receiving notice of such condition, the nonbreaching party may initiate a default leading to termination of the Lease by providing written notice to the breaching party of the continuing breach. If the breaching party does not complete the cure of the breach within 60 days after receiving such written notice initiating default leading to termination, the nonbreaching party may at such time, or at a later date if the cure has still not been completed, declare a termination by default by so notifying the breaching party. Cure of a condition after a valid notice of termination by default is provided, but before termination, shall void a valid notice of termination of the Lease.

If a termination by default is declared or a court so orders, the date of termination shall be determined based on the earliest reasonable date that the Lessee may move and relocate from premises or as agreed by the parties. The determination shall be made in light of available funding for the move, the date at which suitable replacement premises can be fully available, and the time reasonably needed to plan and complete the move.

Please Initial

gas! _____

CONDEMNATION

26. If any of the premises or the Building, as may be required for the reasonable use of the premises, are taken by eminent domain, this Lease shall automatically terminate as of the date Lessee is required to vacate the premises and all rentals shall be paid to that date. In case of a taking of a part of the premises, or a portion of the Building not required for the reasonable use of the premises, at Lessee's determination, then the Lease shall continue in full force and effect and the rental shall be equitably reduced based on the proportion by which the floor area of the premises is reduced, such rent reduction to be effective as of the date possession of such portion is delivered to the condemning authority. Lessor reserves all rights to damages and awards in connection therewith, except Lessee shall have the right to claim from the condemning authority the value of its leasehold interest and any relocation benefits.

MONTH TO MONTH TENANCY

27. If Lessee remains in possession of the premises after the expiration or termination of the Lease term, or any extension thereof, such possession by Lessee shall be deemed to be a month-to-month tenancy, terminable as provided by law. During such month-to-month tenancy, Lessee shall pay all rent provided in this Lease or such other rent as the parties mutually agree in writing and all provisions of this Lease shall apply to the month-to-month tenancy, except those pertaining to term and option to extend.

SUBORDINATION

28. So long as Lessor has fully performed under the terms of this Lease, Lessee agrees to execute, within ten (10) days of written request by Lessor, the state's standard Tenant Estoppel and Subordination Agreements which have been approved as to form by the Office of the Attorney General. A \$400.00 processing fee will be assessed for processing these documents.

CAPTIONS

29. The captions and section headings hereof are inserted for convenience purposes only and shall not be deemed to limit or expand the meaning of any section.

INTEGRATED DOCUMENT

30. This Lease and the exhibits hereto constitute the entire agreement between the parties with respect to the lease of Premises and supersedes all prior and contemporaneous agreements and understandings between the parties hereto relating to the subject matter hereof.

NOTICES

31. Wherever in this Lease written notices are to be given or made, except for alternative means of notice provided for the Duty to Cure and Self Help sections, the notices shall be sent by certified mail to the address listed below unless a different address shall be designated in writing and delivered to the other party.

LESSOR: Snohomish Regional Fire Rescue
163 Village Court
Monroe, Washington 98272

LESSEE: Department of Enterprise Services
 Real Estate Services
 1500 Jefferson Street S.E., 2nd Floor
 Post Office Box 41468
 Olympia, Washington, 98504-1468

SRL 23-0075

Please Initial

gas / _____

EXHIBITS

32. The following exhibits described herein and attached hereto, are fully incorporated into this Lease by this reference:

- a) Exhibit A: The Leased Space Requirements
- b) Exhibit B: Scope of Work
- c) Exhibit J: Janitorial Requirements

IN WITNESS WHEREOF, the parties subscribe their names.

Snohomish Regional Fire Rescue

STATE OF WASHINGTON

By: _____

Printed Name: _____

Title: _____

Date: _____

Department of Children, Youth, and Families

Acting through the Department
of Enterprise Services

Richard J. Bushnell, Assistant Director
Real Estate Services

Date: _____

RECOMMENDED FOR APPROVAL:

Geri Scott

Geri Scott, Property and Acquisition Specialist
Real Estate Services

Date: 08/14/2023

APPROVED AS TO FORM:

By: _____
Assistant Attorney General

Date: _____

Please Initial

gas / _____

Lease No. SRL 23-0075

June 1, 2023

Page 10 of 10

STATE OF _____)
) ss.
County of _____)

On this ____ day of _____, 20__ before me personally appeared _____ and said person(s) acknowledged that _____ signed this instrument, and on oath stated that _____ was authorized to execute the instrument and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

(Affix notary seal in box)

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

STATE OF WASHINGTON)
) ss.
County of Thurston)

I, the undersigned, a Notary Public, do hereby certify that on this ____ day of _____, 20____, personally appeared before me RICHARD J. BUSHNELL, Assistant Director, Real Estate Services, Department of Enterprise Services, State of Washington, to me known to be the individual described in and who executed the within instrument, and acknowledged that he signed and sealed the same as the free and voluntary act and deed of the Department, for the purposes and uses therein mentioned, and on oath stated that he was duly authorized to execute said document .

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

(Affix notary seal in box)

Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

Please Initial
gas / _____



NEW BUSINESS

ACTION





EXECUTIVE SESSION

